



The Children's Aid Society  
OF HAMILTON

La Société d'aide à l'enfance  
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. During this time, the agency has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity. We are currently seeking a skilled and committed individual to join our team as a:

### Development Officer

Regular Full Time (34 hours per week)

Reporting to the Executive Director the Development Officer leads and manages the fundraising and development activities for the Children's Aid Society of Hamilton. The Development Officer is accountable for successfully achieving The Children's Aid Society's of Hamilton fundraising financial goals, while developing, implementing, achieving, and maintaining a Development plan that assists the Society in advancing its priorities in accordance with the Strategic Plan.

#### Major Responsibilities:

- Plans, develops and implements a short and long-range fund development program;
- Generates and produces donor/prospect solicitation materials and related correspondence;
- Determines and develops projects and programs appropriate for private and corporate funding, providing strategy and creative thinking for new initiatives;
- Undertakes and co-ordinates fundraising initiatives, activities and projects including proposals for major gifts and corporate foundations, grant applications, direct mail special events, corporation and foundation solicitation, charitable donations, memorial and planned giving merchandising;
- Coordinate donor recognition, recruitment and retention events;
- Maintains fund development database including the tracking process;
- Drafts grant and solicitation correspondence and proposals/applications;
- Collects information for donor reports;
- Ensures proper licensing, policy, procedures, reporting, receipting and recognition is carried out;
- Works in conjunction with Communications Officer to prepare written materials;

#### Key Qualifications:

- Bachelor's Degree in Business, Marketing, Public Relations or other related field;
- Minimum 5 years related experience in progressively responsible fundraising, public relations, prospect research and special events organization;
- Solid knowledge of Board/governance policy and procedures;
- Excellent knowledge of fund development methods and techniques
- Advanced communications and public speaking skills;
- Excellent knowledge and experience of planning and running a fundraising campaign;
- Knowledge of CAS programs and services, business strategies, goals, priorities and programs, and related objectives and plans is an asset.

*All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.*

Interested applicants should apply directly on our website at [www.hamiltoncas.com](http://www.hamiltoncas.com) or submit a current resume **by November 30, 2018** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #70/18**)

*The Children's Aid Society of Hamilton is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals. Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.*