



## EMPLOYMENT OPPORTUNITY – Development Officer

For over a century, 4-H Ontario has been working to build youth as leaders within their communities and assets to the world. 4-H Ontario is a positive youth development organization with roots in rural Ontario and today is open to all youth across the province of all backgrounds. In 4-H youth ages 6–21 and screened, trained volunteer leaders come together to learn about selected topics through fun hands-on activities and mentorship. There are also provincial camps, conferences, competitions, national and international travel opportunities available to further develop skills in leadership, business, self-confidence and more. 4-H provides youth with a place they can be involved, accepted, valued and heard while developing valuable leadership and life skills.

4-H Ontario is looking for a full-time Development Officer. This position, reporting to the Director of Development is accountable to execute the annual giving program at Ontario 4-H and grow the annual giving revenue streams. The Development Officer will also provide cultivation, solicitation, and stewardship of selected sponsorship donors to meet annual sponsorship revenue goals.

*As a member of the 4-H Ontario Team you will be responsible for:*

- Leading all aspects of annual giving program (donors <\$1000) with ongoing input from the Director of Philanthropy and Fundraising Committee
- Reviewing and implementing social enterprise activities and other corporate partnerships
- Assessing and providing support to third-party fundraisers
- Executing stewardship plan to ensure annual donors are appropriately thanked and recognized
- Cultivate, solicit, and steward an assigned list of corporate sponsors as lead staff solicitor
- Acting as Lead Administrator for Raiser’s Edge for Corporate Giving & Philanthropy

*To be successful in this role, you are a self-motivated individual whose background includes:*

- 3+ years of experience in a not-for-profit fundraising position
- Experience working with annual giving programs, sponsorships,
- Proven donor management skills
- Experience with Raiser’s Edge and Microsoft Suite
- Strong communication skills (oral, written, presentation)
- Knowledge of AFP guidelines, Donor Bill of Rights, and CRA Guidelines
- Bachelor’s degree or diploma in related field
- CFRE designation an asset
- Agriculture and/or youth programming experience an asset
- Must be willing to obtain a vulnerable sector check in accordance with 4-H policy

This role is currently primarily home office based. Extensive use of a computer is required which involves sitting for long periods. Hours outside of standard working hours and occasional travel may be required from time to time.

**Application Deadline: June 28 2021**

**Apply to: Human Resources – [hr@4-hontario.ca](mailto:hr@4-hontario.ca)**

*4-H in Canada is open to all without discrimination based on race, national or ethnic origin, colour, religion, sex, age or, mental or physical disability. 4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation*