



Advice of Position Vacancy – External Posting

Date:	January 17, 2020
Position Title:	Development Officer (Contract)
Posting Number:	2020 - 01
Status:	Temporary Full Time – 5 days (35 hours) per week
Closing Date:	Please send your cover letter and resume to humanresources@drpeter.org Posting will remain open until filled

The Dr. Peter AIDS Foundation provides compassionate HIV care for people living with significant health and social issues including mental illness, trauma, addictions, unstable housing and poverty. Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Development Officer to join our Development Team on a temporary full time basis.

Position Description and Duties:

As a member of the Development team, the Development Officer is responsible for donation processing, donor communication, donor database management, fundraising event support, department administration, and helping to achieve the goals and objectives of the strategic plan of the Dr. Peter AIDS Foundation.

Key Responsibilities:

The Development Officer reports to the Director of Development and is responsible for the following:

- Maintaining the donor database;
- Maintaining online donation processing;
- Entering and extracting data from the database as per accepted standards;
- Donation processing, and tax receipting;
- Liaising with the Finance department to ensure data processing is cooperative with financial reporting;
- Stewardship: developing and maintaining positive relationships with funders through phone calls, face-to-face meetings, events & correspondence;
- Writing and following up on grant applications;
- Tracking prospects, leads, submissions, eligibility, deadlines and guidelines;
- Developing efficient, effective and appropriate procedures and strategies;
- Assisting in the organization of fundraising events, including but not limited to, logistical administration tasks, sponsorship coordination, auction coordination, financial processing, and other related tasks as requested;



- Providing staff support to the Development team at fundraising events;
- Following the fundraising and communications plans that support the strategic plan of the Foundation;
- Contributing to an environment of collaboration, respect and teamwork;
- Representing the Dr. Peter AIDS Foundation and the Dr. Peter Centre in a professional and ethical manner to ensure that the reputation of the Foundation is maintained and enhanced;
- Conducting all business activities in accordance with the Dr. Peter AIDS Foundation's terms and conditions of employment, policies and procedures; and
- Performing other related duties as assigned/required.

Required Competencies:

The Development Officer must possess the following competencies:

- Integrity and accountability;
- Diplomacy and professionalism;
- Strong work ethic, highly self-motivated and enthusiastic, with a collaborative approach;
- Flexibility, adaptability, creativity;
- Excellent oral and written communication proficiency;
- Commitment to accuracy, consistency, sensitivity and confidentiality of information;
- Time management and organizational skills; and
- Commitment to the cause and the organization.

Education, Qualifications and Experience:

The preferred education, qualifications and experience of the Development Officer are:

- Undergraduate degree or certificate in Fundraising, Marketing, Communications or a related discipline; or equivalent training and experience;
- Minimum of three (3) years of experience in fundraising and relationship management;
- Experience using a donor database, such as GiftWorks, Raiser's Edge or similar; and
- Understanding of challenges experienced by individuals living with HIV and significant health and social issues, including homelessness, mental illness, trauma, addictions, poverty and social isolation.

General Working Conditions:

This is a temporary full-time (35 hours per week, Monday to Friday) position. As some Development functions/activities occur outside of normal business hours, occasional evening and weekend work will be required.