



Development Officer

About the Dr. Peter Centre:

[Dr. Peter Jepson-Young](#) was a young, gay Vancouver physician who shifted public views and brought a human face to HIV/AIDS. He chronicled his personal battle with the disease through the [Dr. Peter Diaries](#), a weekly video diary that aired on CBC.

Shortly before his death in 1992, he established the Dr. Peter Centre with the mission of providing comfort care to people living with HIV/AIDS. Today, the Dr. Peter Centre manages a day health program, a 24-hour licensed care residence with specialized nursing care, and an enhanced supportive housing program, to provide comprehensive medical care for people living with HIV/AIDS, mental illness, substance use, and homelessness.

Since 2002, the Centre has been internationally recognized as the first health care facility in North America to integrate supervised consumption services into its model of care.

To learn more, visit www.drpeter.org/welcome

What you bring:

You are a mission-driven, highly motivated self-starter who is enthusiastic about achieving the goals and objectives of the organization. You bring knowledge in fundraising and experience with database work, and you thrive in a deadline-driven, fast-paced environment.

As a member of a small, but mighty Development team, the Development Officer reports to the Director of Development and is responsible for the following:

1. Entering data, downloading data, and reconciling reports using the donor database per accepted standards.
2. Preparing donor related correspondence and documentation.
3. Supporting the team with events and activities for fundraising and communications.

Skills

- Ability to produce high-quality work and manage multiple, competing priorities in a fast-paced environment with tight deadlines and last minute, unplanned requests, changes or feedback.

- Self-starter with the ability to follow through on tasks with minimal supervision and proactively make recommendations to achieve organizational goals.
- Demonstrated tact and sound judgement during difficult situations and display a high degree of discretion and decision-making ability.
- Handles information with sensitivity and confidentiality.
- Has a meticulous dedication to accuracy and consistency in all writing projects.
- Thinks strategically while implementing a number of related tactics.
- Creative, critical thinker; self-motivated, flexible, and adaptive.
- Strong interpersonal skills with ability to work independently and as a team player.

Key Responsibilities:

- Managing the donor database, including data inputs and outputs.
- Administering monthly giving and online giving initiatives.
- Assisting with direct mail appeals.
- Updating online fundraising portals and other electronic tools as required.
- Provide reports on fundraising projects to the Director of Development.
- Preparing proposals, thank you letters, tax receipts and correspondence.
- Supporting the team with administrative tasks that assist in the planning and execution of fundraising events.
- Maintaining inventory of general office supplies and equipment.
- Stewarding prospects, donors, clients, staff and volunteers appropriately.
- Assisting the Centre's Reception team with front desk relief work.
- Develop efficient, effective and appropriate procedures.
- Contribute to an environment of collaboration, respect and teamwork.
- Representing the Dr. Peter Centre in a professional and ethical manner to ensure that the reputation of the Centre is maintained and enhanced.
- Conducting all business activities in accordance with Dr. Peter Centre terms and conditions of employment, policies and procedures.
- Performing other related duties as assigned/required.

Education, Qualifications and Experience:

The ideal qualifications and experience of the Development Officer are:

- Experience in fundraising (as an employee or volunteer).
- Experience using a donor database, such as Raiser's Edge or GiftWorks.
- Understanding of issues faced by underserved populations, including people living with HIV/AIDS, mental health conditions, substance, poverty, homelessness, &/or discrimination.

Closing date: May 23, 2021