

**DEVELOPMENT SPECIALIST
JOB DESCRIPTION**

Position: Development Specialist
Reports to: National Director of Development
Department: Development
Location: Waterloo, ON (National Office)
Status: Permanent, Full Time

Purpose:

The Development Specialist is responsible for supporting revenue generation through the administration of development campaigns, foundation partnerships and grant proposals. This role is accountable for supporting annual campaigns such as the National Amaryllis, bi-annual Direct Mail, and Giving Tuesday campaigns, grant writing and oversight of the donor database. This position functions as the team lead for the Amaryllis campaign, and the gift processing function of the Society.

Key Accountabilities:

- Supporting the development, implementation, and monitoring of campaign activities
- Running reports and queries in the donor database to support the Development analysis
- Data mining of donor database
- Supporting the management of annual giving streams such as: online giving, honour/memorial donations, Legacy Giving Program, newsletter donations, and general donations
- Responsible for developing and coordinating foundation partnerships, grant writing and reporting

National Amaryllis Campaign

- Responsible for the day-to-day operations of the National Amaryllis Campaign
- Manages sponsorship opportunities
- Coordinates promotion and marketing of the Campaign
- Provides recommendations for upcoming campaigns and ways to maximize revenue and manage growth including soliciting for sponsors
- Organizes and manages orders

Foundation Partnerships, Grant Writing and Reporting:

- Conducts research to identify and engage appropriate prospects
- Tracks grant opportunity timelines and ensures deadlines are met
- Work with staff team to complete and submit compelling grant applications
- Completes progress and follow-up reports and submits stewardship reports
- Tracks and ensures fulfillment and recognition commitments to funders are met

Donor Records:

- Updates the donor database to ensure accurate and clean information.
- Provides reports
- Notifies staff solicitors when a major gift is received in order for the donor to be stewarded
- Oversees donor database

Key Competencies:

- Strong communication skills (written and verbal)
- Attention to detail
- Able to balance multiple projects and reporting deadlines
- Sales and/or fundraising experience

Specific Requirements:

- 3 plus years experience in a development role
- Degree or Diploma in related field
- Proficient with the Microsoft Suite programs
- Proficient with Raiser's Edge donor database software
- Proficient and successful in writing grant proposals
- Hands on experience managing a variety of fundraising campaigns
- Relationship building with various donors

Resumes with cover letters can be emailed (until position is filled) to:

HR@huntingtonsociety.ca

Please enter "Development Specialist" in the subject line of your email.

Thank you for your interest - only qualified candidates selected for interviews will be contacted.

*As with all HSC positions, core responsibilities are subject to change as needs require.