

RMH BC Job Profile

Job Profile:	Development Officer		
Department:	Communications and Development		
Reports to:	VP External Relations & Development	Approval Date:	
		Version:	2019

About the Organization

Since 1983, Ronald McDonald House BC & Yukon has provided a home-away-from-home for out of town families with children who have been diagnosed with life-threatening illnesses and are receiving treatment at BC Children’s Hospital. The House provides a nurturing and supportive environment where families can heal together. In addition, we operate a 2,000 square foot Family Room in Surrey Memorial Hospital, providing families a medical-free space to rest and retreat while steps away from their child.

The second largest House in Canada and the fifth largest in the world, RMHBC will continue to grow to meet the needs of families through the addition of Family Rooms and a focus on expanding our reach throughout the province and territory we serve.

About the Position

An integral part of the development & communications team, the Development Officer is responsible for supporting the overall fundraising activities of the organization in partnership with the portfolio directors; supporting third party events, signature events and individual giving, in addition to independently stewarding a portfolio of donors.

Key Responsibilities:

- Support a range of fundraising activities: campaigns, major & individual giving.
- Support the execution of third party and grassroots fundraising events.
- Support the execution of RMH’s signature events including gala, golf tournament and others.
- Work with other RMH team members to bridge event participants to donors
- Manage gifts –in- kind and be the first point of contact for potential donors by phone and/ or e-mail.
- Manage the House’s inventory of gift items.
- Solicit and maintain an inventory of live and silent auction items for all signature events.
- Working closely with the communications team and our external agency partners to support new fundraising and awareness driving campaigns.
- Coordinate stewardship and recognition for donors including managing lists, tax receipts and varying forms of relevant collateral.
- Develop excellent proposals for new initiatives and fundraising activities.

- Proactively build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Serve as an ambassador for RMHBC in the communities we serve.
- Conduct House tours to interested individuals and groups
- Attend all RMH sponsored events as well as selected other activities conducted for the benefit of RMH (some evening and weekend work will be required).

Job Specific Competencies & Skills

- Alignment with the mission and values of Ronald McDonald House BC & Yukon.
- Ability to represent the House with a polished, positive and professional demeanor and attitude at all times.
- Strong interpersonal and relationship-building skills.
- Superior computer skills;
 - Working knowledge of fundraising software is an asset (Raiser's Edge/ Luminate preferred)
 - Developing reports and monitoring donor tracking
 - Microsoft Office
- Excellent communication skills, oral and written, dealing with a range of stakeholders.
- Social media savvy and knowledge of platforms and trends.
- Highly organized and detail-oriented.
- Candidate must be prepared to work a flexible schedule that will include occasional evenings and weekends. Must have a valid driver's license and good driving record with access to a car as needed.
- A commitment to working cooperatively in a team environment with staff, volunteers, families, donors and the public.

Experience & Educational Requirements

- Minimum two years' development experience.
- University degree or college diploma in related field.
- A commitment to established professional standards.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.