



DIGNITAS

Job Posting: Development Officer

Location: Toronto, ON

Reports to: Manager of Annual Giving & Stewardship

Type of contract: Full-time permanent

Anticipated start date: August 27, 2018

Salary and benefits: \$48,000 to \$58,000 commensurate with qualifications and experience with a generous medical and health benefits package plus 4 weeks of vacation

Who We Are

At [Dignitas International](http://dignitasinternational.org/), we believe in the inherent dignity of every human being and that the right to health belongs to everyone. We work on the frontlines to deliver medical care, conduct high-impact research to strengthen health systems, and use our experience and evidence to advocate for equitable national and global health policy. Dignitas is a registered charity in both Canada and the United States with its headquarters in Toronto, Canada. For more information, please visit our website: <http://dignitasinternational.org/>.

The Charge

We are looking for an integral member to join our Development team who is responsible for annual fund goals. The principle focus of this position will be the implementation of Dignitas' annual Signature Events and the execution of multi-channel fundraising to grow renewal and acquisition of one-time, single gift, monthly, middle and major gifts using conventional outreach and direct digital marketing.

Key Deliverables and Tasks

Annual Fundraising

- Acquire new individual donors from multi-channel fundraising programs
- Manage online engagement strategy including e-blasts and e-newsletters
- Enhance strategies for lapsed donor reactivation and explore opportunities for acquisition
- Execute on direct marketing appeals and investigate new trends and opportunities
- Manage Google Ad Words grant and SEO tactics

Signature Events

- Develop and implement annual signature events, including the management of logistics and budgets and the creation of sponsorship materials, signage and collateral

- Manage the Give a Day Campaign (GAD) and nurture relationships with key stakeholders
- Develop a Dignitas YOUTH fundraising campaign
- Coordinate Dignitas Pivot Group (Leadership Donor Circle) events
- Proactively promote, respond to and support third party community fundraising initiatives

Supporter Services

- Maintain donor relations and promptly respond to donor requests
- Prepare donor stewardship reports
- Maintain content on Dignitas Website
- Provide a quarterly metrics report on website, e-blasts, and online community growth
- Manage donor database, record keeping and monthly reconciliation process
- Supervise volunteers and interns helping in the department

Qualifications, Experience and Personal Attributes

- Minimum 2 years' experience in developing, implementing and monitoring giving/donation plans including direct mail, monthly giving, online and social media solicitation and stewardship.
- Post-secondary diploma/degree in fundraising or related discipline is desirable.
- High performing competency in Power Point, Mail Chimp, Adobe InDesign, Photoshop, Wordpress required and basic HTML an asset.
- Experience with CRMs (preferably DonorPerfect)
- Experience using social media and online fundraising/donor communications platforms
- Demonstrate Dignitas' core values of integrity, excellence, equity, innovation & learning, collaboration & partnership
- Excellent written and verbal English language skills, as well as strong interpersonal skills. Proven ability to write compelling proposals. Well organized and detail oriented
- Strong time management and coordination skills with the ability to independently schedule and prioritize multiple tasks.
- High energy, positive "can-do" attitude, with a high degree of initiative and flexibility.

For a complete job description, please visit <http://dignitasinternational.org/careers>.

Want to apply?

Please forward your cover letter and resume to jobs@dignitasinternational.org with 'Development Officer' in the subject line.

Applications will be accepted until August 22nd at 12pm EST, although applications will be short-listed on a regular basis and the position may be filled prior to the closing date.

We sincerely thank all those who apply, however only those considered for an interview will be contacted. No telephone calls please.