



## Job Description

**Job Title:** Development Officer

**Reports to:** Development Director

**Position Type:** Full-Time, Permanent

**Work Environment:** Hybrid, with minimum on-site requirements

**Salary Range:** \$65,000 to \$75,000, commensurate with experience

**Benefits:** 5% in lieu of benefits

**Anticipated Start Date:** September 22, 2026

## Summary

We are a charitable organization dedicated to making a meaningful difference in the lives of individuals and families during their most vulnerable moments. In partnership with the community, donors, and government, we are leading the design, funding, and construction of a residential hospice to provide compassionate end-of-life care close to home.

The Development Officer is a hands-on fundraising generalist who supports fundraising, donor stewardship, community engagement, events, communications, and development operations. Working closely with the Development Director, this role builds relationships with donors, volunteers, sponsors, community partners, and other stakeholders while supporting the Development Department.

This is a hybrid position with on site requirement of two to three days per week. The position requires attendance of meetings, events, donor engagement activities, and community outreach opportunities across Milton, Halton Hills, and surrounding communities. Some evening and weekend work is required.

## Responsibilities

### Fundraising & Donor Stewardship (40%)

- Support annual giving, campaigns, and donor stewardship initiatives.
- Build and maintain relationships with donors, volunteers, sponsors, vendors, community partners, and local organizations.
- Deliver positive donor experience through timely, donor-centred communications.

### Events & Community Fundraising (30%)

- Coordinate third-party fundraising events and support North Halton Hospice signature events.

- Assist with events logistics, volunteer coordination, participant communications, budgets, reporting, and post-event stewardship.
- Develop fundraising resources and provide support to volunteers, community fundraisers, and partners.

### **Community Engagement (10%)**

- Represent North Halton Hospice at community events and outreach activities.
- Identify opportunities to increase community awareness, partnerships, and engagement.

### **Communications Support (10%)**

- Support newsletters, event communications, social media and website updates.
- Coordinate marketing materials and promotional resources consistent with North Halton Hospice brand.

### **Administration and Reporting (10%)**

- Maintain organized and accurate records, documentation, and development files.
- Coordinate invoices and expense reconciliation.
- Collaborate with internal teams to support fundraising activities.
- Maintain confidentiality when handling organizational information.

## **What You Bring**

### **Qualifications**

- Post-secondary education in Fundraising Management, Nonprofit Management, or a related field, or an equivalent combination of education and experience.
- Minimum three (3) years of experience in fundraising, donor relations, events, communications, or community engagement.
- Experience working with volunteers and community-based fundraising initiatives; experience in a charitable, healthcare, hospice palliative care, or nonprofit environment is considered an asset.
- Valid driver's licence, access to reliable transportation, and a satisfactory Vulnerable Sector Check.

### **Skills and Competencies**

- Excellent written and verbal communication, interpersonal, organizational, and relationship-building skills.
- Strong planning, organizational, and time management skills, with the ability to manage multiple priorities independently and collaboratively.
- Demonstrated initiative, sound judgment, problem-solving skills, adaptability, and attention to detail in a fast-paced environment.

- High level of professionalism, discretion, confidentiality, and commitment to organizational policies and stakeholder service.

#### **Technical Skills**

- Working knowledge of CRM platforms such as DonorPerfect or similar.
- Proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, and SharePoint).
- Experience with WordPress, Canva, Adobe Creative Suite, Google Workspace, and social media platforms is considered an asset.

#### **How to Apply**

Please submit your résumé and a cover letter outlining your interest and qualifications to [careers@northhaltonhospice.ca](mailto:careers@northhaltonhospice.ca) by September 4, 2026, with the subject line **Development Officer**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.