



<b>Job Title:</b>	Fund Development Specialist
<b>Reports to:</b>	Director, Community Impact and Engagement
<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Full-time, Permanent
<b>No. of positions:</b>	1
<b>Job Evaluation Band:</b>	Professional 3- Administrative- salary range \$27.21 to \$33.32 per hour
<b>Work Location:</b>	Burlington, Ontario

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### About the Organization

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness.

### Job Summary

Reporting to the Director, Community Impact and Engagement and working as a member of the Fund Development team, the Fund Development Specialist is responsible for the development, management and execution of the Philanthropy department's fundraising efforts. This includes the development and implementation of fundraising programs such as the Community Campaign, Monthly Giving, Stewardship and Donor Relation strategies and Fundraising Events. In addition, this position will assist in the research, preparation, submission, and reporting requirements for grant applications. The ideal candidate will play a pivotal role in helping Carpenter Hospice achieve its organizational goals related to revenue to support our ongoing mission for our community.

### Duties and Responsibilities

- Work closely with the **fund development** team in creating and meeting annual targets
- Identify, engage, and cultivate relationships with donor prospects
- Create and share timely reports on progress of the Carpenter **Hospice's** various tactics designed to support the fundraising initiatives
- Planning and executing fundraising activities and events which include online giving
- Coordinate donor cultivation, recognition, fundraising and stewardship events from scheduling to execution
- Work with Program leads, complete research and develop compelling content for grant proposals that meet grantor requirements
- Complete and/or support other aspects of grant development, including grant identification and qualification, soliciting, writing, and collecting support letters; preparing figures/diagrams; and preparing grant budgets
- Act as an ambassador for the **Hospice** in special events and committees as required
- Provides leadership for annual campaigns and supports the major gift development program
- Raise revenue and manage fundraising activities including, but not limited to, special events, third party events, direct-mail and campaigns
- Other duties as assigned



### **Key Qualifications & Job Requirements**

- Relevant post-secondary degree with 2-3+ years of experience in a fundraising/revenue generation role with a proven track record of success in direct mail fundraising and annual fund development
- 2+ years in development and implementation of fundraising special events
- Acute project planning and attention to detail and deadlines
- Experience in working for a not-for-profit and knowledge of the philanthropic sector in Canada including CRA regulations
- Exceptional computer skills in Microsoft Office programs
- Excellent writing skills and experience working with Grants and/or Request for Proposals (RFP)
- Strong analytical and relationship building skills
- High level of diplomacy, sensitivity, tact, demonstrates sound judgement and trust · Self-motivated, detail oriented, highly organized
- Goal oriented with ability to multi-task, prioritize, and meet deadlines
- High energy, results oriented and the drive to exceed expectations
- Exceptional interpersonal and communication (written and verbal) skills
- Must be flexible to work occasional non-traditional work hours that might include evenings and weekends based on operational needs
- Ability to work both independently and as part of a team in a fun, exciting, fast-paced environment
- A satisfactory current criminal reference check (CPIC) including Vulnerable Populations

### **Schedule of Hours**

- Monday to Friday, thirty-seven and half (37.5) hours per week, 9:00am to 5:00pm
- Ability to work flexible hours including evening hours and weekends, to meet the needs of clients and families

### **Working Conditions**

- Interacts with residents, family members, staff, volunteers, and community organizations
- Ability and means to travel as needed; a valid G license and access to a reliable vehicle for travel is required.

### **Equity and Accessibility Statement**

We are an equal opportunity employer and are committed to building an inclusive and accessible work environment. We encourage applications from individuals of all backgrounds and abilities. Accommodations are available upon request throughout the recruitment process.

### **How to Apply**

Please submit your resume and a cover letter to **hr@thecarpenterhospice.com** and use the subject line: **[Job Title] Application – Your Name**. We appreciate the interest of all applicants. However, only those selected for an interview will be contacted. Reference checks will be conducted for potential candidates and the information collected will be used in making the final hiring decision.