



## Development Officer Job Description

The Shelbourne Community Kitchen creates opportunities with people living on a low income to cook, grow, share and connect for improved health and wellbeing. We offer a unique neighbourhood food centre model, where people gather to:

- Prepare and share healthy meals together;
- Access nutritious food;
- Work together to grow food and build gardening skills;
- Connect with other community resources and become resources for one another.

### Purpose

To increase total annual revenue and capital funds of the Shelbourne Community Kitchen with a focus on organizational growth, funding an upcoming move and long-term sustainability with an understanding of the effects of COVID-19.

### Immediate Priority

To implement and manage all aspects of a \$322,000 Capital Campaign to fund renovations and associated project costs at the Kitchen's new location.

### Capital Campaign Responsibilities

- Develop Capital Campaign strategy and set campaign sub-goals.
- Identify campaign donors on the individual, corporation, and foundation levels.
- Provide leadership to assure that campaign communications plans are met.
- Manage the campaign grants process with grant writing volunteers.
- Create and edit campaign communications, such as acknowledgments, follow-up letters and donor updates, with the support of the Communications and Fundraising committees.

### General Responsibilities

- Evaluate, organize and execute fundraising efforts;
- Working with the Executive, Communications Committee, the Fundraising Committee and Admin Volunteers to generate revenue, co-ordinate efforts, motivate participation and boost community involvement;
- Review the budget vs current fundraising strategy, identify revenue gaps, and develop strategies to meet the gaps, update the Revenue Development plan, and the Annual Fundraising Plan.

- Identify, steward and secure perspective donors and identify other ways of raising funds including seeking grant opportunities and preparing grant proposals to fund operations and programs.
- Develop regular giving with a focus on encouraging monthly donors.
- Create solicitation material for the Fundraising and Communications Committees.
- Maintain ongoing donor relations including personal contact with donors and donor correspondence by email, phone, and social media.
- Ensure donors are thanked in a timely manner.

### **Reporting and Working Relationships**

The Development Officer will report to the Executive Committee of the Board of Directors, and will work with staff, the Executive, Fundraising and Communications committees, board members and volunteers.

### **Skills**

We are seeking an energetic, self-motivated team player who thrives on accomplishing goals, getting results and improving our organization's bottom line. If you are as adept at making financial decisions as you are at communicating with others, we look forward to you joining our team.

Core skills include:

- Business acumen
- Excellent verbal, writing and presentation skills
- Excellent people and leadership skills
- Ability to manage multiple projects simultaneously
- Ability to meet deadlines
- Ability to lead, motivate, and work with cross-functional teams
- Excellent technical skills including proficiency in fund raising software, data base management, social media and marketing software, and Microsoft Office suite
- Experience managing a fundraising campaign an asset

### **Hours and Compensation**

The position is part-time, up to 30 hours per week, at a rate of \$25 - \$30/per hour depending on qualifications and experience. A portion of these hours may include working remotely.

### **Contact Information**

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