



# Senior Development Officer, Philanthropy

## ABOUT US

Campfire Circle has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

## THE OPPORTUNITY

Campfire Circle is currently seeking a Senior Development Officer (SDO), Philanthropy to join the Development Department. As a key member of the Philanthropy team, the SDO will manage a portfolio of individual and institutional donors and prospects to inspire and secure gifts at the \$10,000 to \$100,000 level. The SDO will grow the prospect pipeline of major donors, support the Chief Development Officer and Director with major gift prospects, and take an active role in the comprehensive campaign. As a member of a small and dynamic team with significant fundraising goals, the SDO is integral to meeting the overall fundraising objectives of Campfire Circle.

The key accountabilities of the role are:

### 1. Donor Development & Portfolio Management:

- a) Act as a primary relationship manager to a portfolio of individual and foundation donors and prospects (as assigned by one's supervisor).
- b) Achieve individual fundraising targets for portfolio by developing strategies to actively engage new prospects, advance or re-engage existing relationships with major donors. Grow major gift revenue and acquire new donors.
- c) Support and work closely with the Director, Philanthropy to actively engage new prospects and build strategic moves for existing relationships with major gift donors.
- d) Work collaboratively with an in support of volunteer and other Campfire Circle representatives in cultivating and soliciting gifts.

### 2. Communications & Grant Writing/Proposal Development:

- a) Strategically use the Case for Support for the development of written proposals and applications for gift solicitations and communications with donors and prospects about the priorities of Campfire Circle.
- b) Develop targeted solicitation strategies, customized proposals, briefing documents, grant submissions, and presentations to secure major gifts.
- c) Contribute to proactive research and participate in ongoing prospect identification, review, research and clearance.
- d) Represent Campfire Circle at select meetings and events to support fund development initiatives.
- e) Participate in public speaking, presentations and one-on-one meetings with stakeholders.

### 3. Donor Relations and Stewardship:

- a) Participate in events and functions related to major giving and campaign.



- b) Connect with donors and fundraising volunteers on a regular basis to share news, updates, impact reports and invitations; provide customized correspondence and experiences.
- c) Work with Donor Experience to create and implement stewardship and recognition strategies.

#### 4. Planning:

- a) Participate in major gift revenue projections, forecasting and budget monitoring.
- b) Assist with business plan preparation and presentations.
- c) Work with colleagues in programs and finance to prepare donor investment opportunities related to programmatic needs.

#### 5. Database Management:

- a) Contribute to the organizations major gifts tracking and activity reporting through disciplined use of Raiser's Edge software by maintaining current records of all activities in the database.
- b) Maintain and provide timely and accurate reports on prospect activity and pledges, including call reports.
- c) Recommend ongoing policy and process improvements.

## ABOUT YOU

### QUALIFICATIONS

#### *Required Criteria:*

- Post-secondary diploma/degree, or equivalent experience.
- Three to five years' previous experience in a major gifts or campaign environment.
- Demonstrated track record in major gifts cultivation and solicitation of gifts \$10,000 and over from individual donors.
- Demonstrated ability in proposal writing that has secured major gifts of \$25,000+ from institutional donors, such as large foundations.
- Must possess the ability to think strategically, work independently and as a member of a team in driving new initiatives or enhancing existing programs.
- Superior communication skills (both written and verbal) and well developed interpersonal skills.
- Experience working senior/fundraising volunteers.
- Extensive experience working with Raiser's Edge or a similar database.
- Experience presenting in a public forum.
- Current driver's license.
- Clear police reference check and vulnerable sector screening.
- In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

### WORKING CONDITIONS

This role is currently on a hybrid working model with 1-2 days a week working in person in the office. A flexible schedule is required occasionally, as is the occasional requirement to attend in-person at our camp locations in Rosseau and Waterford, at donor meetings and other events.

In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.



## COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$65,000-\$80,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth and to support this we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements and on-going professional development.

## HOW TO APPLY

Please send a cover letter, resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2023025– SDO, Philanthropy**.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

*This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit [www.campfirecircle.org](http://www.campfirecircle.org) - No phone calls please.*

## ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at [careers@campfirecircle.org](mailto:careers@campfirecircle.org) or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.