



# Senior Development Officer, Philanthropy

Region: Eastern Ontario, with a focus on Prince Edward County & surrounding areas

## ABOUT US

### Help Bring Back the Joy of Childhood

Since 1983, Campfire Circle has delivered healing through happiness to thousands of kids with cancer or serious illness and their families across Ontario. Our programs are offered in paediatric hospitals across Ontario and at our medically supported overnight camps. We help kids reclaim joy, build confidence, develop skills and connect with others who understand their journey.

And we're just getting started. Today, over 40,000 kids in Ontario face serious illness, many without access to the psychosocial support they urgently need. The demand for Campfire Circle programs continues to rise, especially among underserved patient populations. As of 2024, our medically supported overnight camps were at full capacity.

By 2030, our goal is to expand from serving 3,000 to 10,000 children per year, by expanding our year-round in-hospital programs, serving more illness groups, and by building a new fully accessible medical camp in Prince Edward County.

We're building a passionate, talented team to help make this vision a reality. When you join Campfire Circle, you become an integral part of a dynamic team helping to transform the lives of thousands of kids with serious illness, alongside our dedicated community of volunteers and donors.

Help us give back the joy of childhood to every kid with serious illness who needs it most.

## THE OPPORTUNITY

Reporting to the Director, Philanthropy the **Senior Development Officer, Philanthropy will build and manage a diverse portfolio of donors and prospects in Eastern Ontario (focus area between Belleville and Kingston)**. A proven fundraiser, the SDO will be responsible for implementing a regional fundraising strategy and building relationships with donors prospects from across Eastern Ontario, with a focus on Prince Edward County and surrounding areas, including individuals, corporate partners, and community groups.

They will be responsible for securing new major gifts / partnerships and supporting community event organizers, as assigned, to achieve fundraising goals through the development and implementation of cultivation and stewardship tactics for their pipeline of prospects and donors.

The SDO, Philanthropy will also be responsible for engagement of assigned local communities and organizations to increase awareness of Campfire Circle across the region.

The key accountabilities of the role are:

### **1. Donor Development & Portfolio Management:**

- a) Build and develop a robust pipeline of philanthropic donors, with a focus on businesses, individuals, and community groups from Eastern Ontario with a focus on \$10,000+ donors.
- b) Drive portfolio growth by securing new major gifts through identification, research, referrals, and targeted community building and outreach.
- c) Contribute towards ongoing prospect identification, review, and clearance to acquire new donors and grow philanthropy revenue and corporate partnerships.
- d) Develop personalized, strategic engagement plans to inspire donor involvement and investment in Campfire Circle.
- e) Collaborate with members of the Philanthropy and Corporate & Community Partnerships team to identify, cultivate, and solicit major gifts and partnerships.
- f) Collaborate with Donor Experience team to ensure thoughtful creation and fulfillment of donors' stewardship and recognition.
- g) Conduct regular portfolio reviews to ensure that relationships are advancing and donor development activities are on track.
- h) Prepare written materials, including tailored proposals, correspondence, briefing notes, presentations, impact reports and planning documents as appropriate.
- i) Work collaboratively with volunteers and other Campfire Circle representatives in cultivating and soliciting gifts.

### **2. Stewardship & Community Building:**

- a) Build relationships with local stakeholders including donors and prospects, community groups and leaders, and local businesses.
- b) Support the identification and participation in awareness building and engagement opportunities that support the organizations community engagement and fundraising goals.
- c) Participate in public speaking opportunities, presentations and one-on-one meetings with key stakeholders, prioritizing in-person donor engagements.
- d) Connect with donors and fundraising volunteers on a regular basis to share news, updates, impact reports and invitations; provide customized stewardship.

### **3. Planning & Database Management:**

- a) Support the development and implementation of fundraising and awareness strategies in the region in collaboration with colleagues across MarComs & Development.
- b) Support the analysis of regional trends to identify engagement and fundraising opportunities.
- c) Contribute to the organization's donor activity tracking and reporting through disciplined use of Raiser's Edge software by maintaining current records of all activities in the database.
- d) Participate in the execution and monitoring of strategic objectives and metrics.

## **ABOUT YOU**

- A degree from a recognized post-secondary institution or the equivalent combination of education and work experience.
- 4+ years of experience in developing and implementing personalized donor engagement strategies, with a proven track record of securing gifts of \$25,000+.

- Proven track record of building identifying prospective donors, partners and community groups and building new relationships to raise awareness and funds.
- Exceptional interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, donors, fundraisers and volunteers.
- A solid understanding of regional fundraising trends and opportunities.
- Strong verbal, presentation and written communication skills.
- A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- A demonstrated ability to work collaboratively in a team environment and with senior level volunteers.
- A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- Demonstrated experience monitoring and adhering to a budget and business plan.
- Detail oriented with great organizational skills.
- Experience with community fundraising and service groups is an asset.
- Ability to travel throughout Ontario for donor meetings and events.
- Ability to effectively use MS Office suite software at an intermediate level.
- Strong and proven CRM skills and experience working with Raiser's Edge or other fundraising databases.
- Clear police reference check and vulnerable sector screening.
- Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

To support our commitment to a safe, caring environment for children with serious illnesses and their families, all staff must attest to having received their childhood vaccinations and confirm a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must be currently eligible to work in Canada and for Campfire Circle.

## WORKING CONDITIONS

- a) The position involves occasional evening and weekend commitments, as well as travel throughout Eastern Ontario (primarily Prince Edward County and the corridor between Belleville to Kingston).
- b) This position is primarily work from home role that will be required to travel to events and meetings throughout Ontario as well as attend meetings at the Toronto office 1 to 2 times a month.
- c) The position requires some physical labour in supporting events and other duties as required
- d) Occasionally drive long distances.
- e) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

## COMPENSATION & BENEFITS

This position is for a newly created role to support the growth of our Development Team at Campfire Circle and offers a competitive hiring range of \$75,000 - \$85,000. Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package, with premiums fully paid by the organization with the exception of Long Term Disability, including \$4,000 annually for mental health practitioners, a wellness benefit up to \$500 annually, an accelerated RRSP matching program up



to 5% of base salary, 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 resume and salary expectations to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2026033 – SDO, Philanthropy (Eastern Ontario)**.

Don't meet every single requirement in this posting? Studies have shown that people of colour and individuals who are female identifying, 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!

*All tools may be utilized at any stage of recruitment for this role. 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 deeply committed to fostering a diverse and inclusive workforce that reflects the rich diversity of the communities we serve. We welcome applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences. Our commitment is to provide equitable employment opportunities to all and to maintain a work environment 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/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

## LAND ACKNOWLEDGEMENT

Campfire Circle acknowledges that we operate on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit and Métis peoples.

On this land, we are grateful to share the magic of camp with children and families, and we endeavour to create a community of joy, hope and healing. Acknowledging the land that we occupy is just one small step on the path towards Truth and Reconciliation.