



Camp Ooch & Camp Trillium Job Description: Development Officer, Philanthropy

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are!

Cancer changes a child's life. So does camp. And so can you. Learn more at www.ooch.org.

Overall Purpose

The Development Officer, Philanthropy is a critical part of Ooch & Trillium's Development Department, providing support to the Chief Development Officer, Director and Associate Director (AD), Philanthropy to help achieve the following:

- a) Advance the profile of Ooch & Trillium to donors, prospects and other stakeholders to inspire and secure gifts at the \$10,000-\$100,000 level and achieve annual growth targets of 10% to ensure sufficient resources to meet the organization's current and future needs.
- b) Support Ooch & Trillium's mission of providing kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

In addition to achieving the above, this role will act as a primary relationship manager to a portfolio of foundations, individual donors & prospects, develop targeted solicitation strategies, customized proposals, briefing documents, and presentations to secure major gifts and work with donor relations to implement stewardship and recognition strategies.

This role works very closely with the Chief Development Officer, the Philanthropy team and Marketing and Communications team on communication materials, written proposals, presentations at select meetings & events and ongoing research, cultivation and stewardship to support fund development initiatives.

Reports to: Associate Director, Philanthropy

Location: Toronto, Ontario, Canada – 464 Bathurst St.

Experience and Qualifications:

Required Criteria

- a) Minimum 3 years of experience in a Major Gifts and Campaign fundraising environment.
- b) A post-secondary degree/diploma or the equivalent combination of education and work experience.
- c) Demonstrated track record in major gifts cultivation and solicitation of gifts \$10,000 and over from individual donors and foundations.
- d) Must possess the ability to think strategically, work independently and as a member of a team in driving new initiatives or enhancing existing programs.
- e) Superior communication skills (both written and verbal) and well developed interpersonal skills.
- f) Experience working senior/fundraising volunteers.
- g) Extensive experience working with Raiser's Edge or a similar database.
- h) Experience presenting in a public forum.
- i) Ability to support set up and hosting for special events.
- j) Current police reference check and vulnerable sector screening
- k) Willingness to travel and hold a current driver's license

Advantageous Criteria

- a) Post-secondary education in fundraising management
- b) Working towards or completed CFRE designation
- c) An understanding of the power of camp.
- d) Experience with development communications and writing for a major donor audience.
- e) Experience with campaign fundraising. Demonstrated commitment to volunteerism or volunteer sector.

Personal/Professional Characteristics

Well organized, strong sense of ownership, sound judgment, enthusiastic, collaborative, passionate, personable, adaptable, diplomatic, attention to detail, and a strong interest in fundraising for children with special needs and exceptionalities.

Particular Working Conditions:

- a) The position involves some evening and weekend commitments.
- b) The job is performed in an open concept office and involves occasional travel throughout the GTA and Ontario to meet prospective and existing stakeholders
- c) Some lifting of up to 30 pounds, carrying, pushing, and/or pulling of materials to/from meetings or presentations is involved, as well as sometimes having to work in awkward positions to accommodate equipment checking, installation, etc.
- d) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.

Physical Requirements:

- a) The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.
- b) continuous computer activity; ability to lift up to 50lbs and extended work for extend periods of time to support event execution.

Ethics

Operate in keeping with the organization's commitment to ethical behaviour by: Helping to ensure that the integrity, image and quality of all programs are consistent with our mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada, the Association of Gift Planners, the *Canadian Code for Volunteer Involvement* and the *Code of Ethics* of the Association of Fundraising Professionals.

Benefits

This position offers a salary between \$55,000-\$65,000, full benefits package, vacation, and professional development.

To Apply

Please send a cover letter, resume and expected salary to **careers@ooch.org** with the email subject reading **2021021 – Officer, Philanthropy**.

We will expect to commence screening applicants the week of June 7, 2021. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit www.ooch.org - No phone calls please.

Equal Employment Opportunity

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.