



CAMP OCHIGEAS **Amazing Opportunity**

Development Officer, Philanthropy

ABOUT CAMP OCHIGEAS

In 1983, an ambitious group of board members and volunteers banded together to create a summer camp unlike any other in Canada. Exclusively serving children with cancer, it would be privately funded, staffed entirely by volunteers, and completely free for the campers. A camp where every child, no matter how debilitating their illness, would be provided an opportunity to explore enriching, challenging, fun experiences through what is fondly referred to today as the “Magic of Ooch”.

Over thirty years later, Camp Ooch has experienced exceptionally strong strategic growth and is now offering increased programming in order to better serve our community. Building programs to meet the ever-changing landscape of paediatric healthcare, we have expanded to include programs year-round in Muskoka, at The Hospital for Sick Children in Toronto (SickKids), at Camp Ooch Downtown (a Toronto urban camp facility), and six other regional cancer centres in Ontario.

With more than 500 active volunteers each year and over 55 full-time staff, we now serve 1,500+ children and families annually, at our camp and through other year-round programs that support siblings, bereaved siblings, and parents. With no hospital or government funding, Camp Ooch relies on the generous support of over 15,000 donors each year and continues its long-standing history of providing outstanding support and excellent programming for children with cancer.

POSITION SUMMARY

Camp Oochigeas is a busy hub, generating funding of \$8M annually for Ooch’s programs. The Development Officer, Philanthropy is a critical part of the Camp Oochigeas’ Development Department, providing support to the Chief Development Officer, Director and Senior Development Officer (SDO), Philanthropy to help achieve the following:

- a) Advance the profile of Camp Oochigeas to donors, prospects and other stakeholders to inspire and secure gifts at the \$10,000-50,000 level and achieve

annual growth targets of 10% to ensure sufficient resources to meet the organization's current and future needs.

- b) Support Camp Oochigeas' 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.

Reports to: Senior Development Officer, Philanthropy

Specific Accountabilities

1. Planning (5%)

- 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

2. Donor Development & Portfolio Management (40%)

- a) Act as 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 SDO and Director, Philanthropy to actively engage new prospects and build strategic moves for existing relationships with major gift donors. In addition, support in the implementation of a giving circle and benefits program for donors.
- d) Work collaboratively with and in support of volunteers and other Ooch representatives in cultivating and soliciting gifts.

3. Communications & Proposal Development (25%)

- a) Strategically use the Case for Support for the development of written proposals for gift solicitations and communications with donors and prospects about the priorities of Camp Ooch.
- b) Develop targeted solicitation strategies, customized proposals, briefing documents, grant submissions, and presentations to secure major gifts. Contribute to proactive research and participate in ongoing prospect identification, review, research and clearance.

- c) Working in conjunction with Marketing and Communications draft and ensure consistent messaging and quality in development and stakeholder communications, including template letters and mailings.
- d) Represent Camp Oochigeas at select meetings and events to support fund development initiatives.
- e) Participate in public speaking, presentations and 1-on-1 meetings with stakeholders.

3. Donor Relations and Stewardship (20%)

- a) Participate in events and functions related to major giving.
- 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 Relations to create and implement stewardship and recognition strategies.
- d) Foster relationships with a diverse community of donors.
- e) Pro-actively model a “donor-Centered” ethos, helping to advance a culture of philanthropy throughout the organization.

4. Database Management (10%)

- a) Contribute to the organization’s major gifts tracking and activity reporting through disciplined and rigorous use of Raiser’s Edge software by maintaining current records of all solicitation and cultivation activities in database.
- b) Maintain current records of all donor activities in database.
- c) Maintain and provide timely and accurate reports on prospect activity and pledges, including call reports.
- d) Recommend ongoing policy and process improvements.
- e) Ensure that all gifts are received in accordance with Canada Revenue Agency regulations and Camp Oochigeas’ gift acceptance policies.

7. Ethics

Help ensure that the integrity, image and quality of all programs are consistent with Camp Oochigeas’ 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

Key Relationships

1. The Development Officer, Philanthropy reports directly to the SDO, Philanthropy.
2. The Development Officer works collaboratively with all members of the Development, Marketing and Communications team.
3. The Development Officer works closely with volunteers, donors and prospects.

Experience and Qualifications

Required Criteria

- University degree or equivalent experience.
- Minimum 3 years of experience in a Major Gifts and Campaign fundraising environment.
- Demonstrated track record in major gifts cultivation and solicitation of gifts \$10,000 and over from individual donors.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of foundations.
- Demonstrated ability in proposal writing that has secured major gifts of \$25K+ 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.
- Current police reference check and Vulnerable Sector screening.
- Ability to support set up and hosting for special events.

Advantageous Criteria

- An understanding of the power of camp.
- Experience with development communications and writing for a major donor audience.
- 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, able to work in an open concept office environment, 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) In consideration of those we serve, the Development Officer, Philanthropy is a non-smoker.
- c) The job is performed in a generally hazard free office environment and in a clean atmosphere. 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.

BENEFITS

This position offers a competitive salary, full benefits package, vacation, professional development, and performance based increases.

EQUAL EMPLOYMENT OPPORTUNITY

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is 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 Oochigeas 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.

To apply, please send a cover letter including salary expectations and resume via email to the Human Resources Department.

Email: hr@ooch.org