



CAMP OCHIGEAS

Senior Development Officer, Events

Camp Oochigeas is a privately funded, volunteer-based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, 'Ooch' has been providing magical camp experiences to thousands of children affected by childhood cancer. Camp Oochigeas provides on-site chemotherapy and blood work to our camper population during their stay at our 400-acre facility in Muskoka, ON. The Camp also provides year-round programming at The Hospital for Sick Children in Toronto and other pediatric oncology centers across Ontario as well as for children living in the community. Camp Oochigeas has experienced strong strategic growth in the last few years and is offering increased programming in order to better serve our community.

Specific Accountabilities for this position:

1. Planning & Development (10%)

- a) Participate in the development, execution and monitoring of short and long-term plans designed to meet the strategic goals of the organization.
- b) Contribute to the creation and play a leadership role in the implementation of the annual large scale partnership and engagement events.
- c) Monitor fund development trends and track/report on fundraising efforts, making recommendations to maximize fund revenue.
- d) Oversee the processes and procedures to support large scale events and assigned engagement activities in collaboration with Director, Strategic Partnerships
- e) Ensure accurate, efficient data entry of donor information and ensure the integrity of the information systems.
- f) Represent Camp Oochigeas at meetings and events to support fund development and stewardship initiatives.

2. Signature, Partnership & Engagement Events (80%)

- a) In collaboration with the Director, Strategic Partnerships manage applicable volunteer committees that support the sales and execution of various signature and partnership events, including the recruitment, solicitation and stewardship of event supporters.
- b) Develop and manage the recruitment, fundraising and stewardship strategies, including supporting marketing collateral for Ooch organized events, working in collaboration with the Development Coordinator, Events and the Marketing & Communications team.
- c) Collaborate with the Philanthropy team to identify and engage prospective gift donors from the Signature & Partnership Events portfolio.
- d) Support the prospecting, cultivation, solicitation and stewardship of sponsors for the events, including managing a portfolio of sponsors.
- e) Identify, recruit and steward new individual fundraisers, corporate, school, camper family teams for the events so that the achieving annual fundraising and participation targets are achieved.
- f) Provide specialized support to Toronto Corporate Team captains and Camper Family fundraisers (e.g. increased communications, presentations to engage teams, and be the dedicated staff member for support) with the objective of increasing fundraised dollars.

- g) Raise awareness for Camp Ooch through planning and executing strategic donor engagement initiatives.
- h) Oversee the planning and execution of Corporate Engagement Work Camp activities with the Development Coordinator, Events
- i) Oversee the planning and execution of regional Thank You Parties for donors and volunteers across the organization as well as other assigned community and corporate engagement activities to drive both revenue and new donor acquisition targets

3. Staff Management (10%)

- a) Provide effective coaching, feedback, recognition and professional development, including implementation of the performance review process in order to create a highly motivated, high performing team.
- b) Ensure the team is well-trained on, and effectively uses all organizational systems, processes and tools.
- c) Ensure that direct reports have a clear understanding of what is expected of them (roles, accountabilities and performance objectives) and the tools and skills required to do their work effectively and efficiently in order to ensure Ooch achieve its strategic priorities.
- d) In collaboration with Human Resources, attract, hire and retain the best talent to ensure the overall engagement, retention, productivity, and bench strength of the team.

Experience and Qualifications

Must have's:

- a) A post-secondary degree from a recognized post-secondary institution or the equivalent combination of education and work experience
- b) Minimum 5-7 years' experience in fundraising with an emphasis on large scale participant based event organization, with revenue targets exceeding \$1 million
- c) Demonstrated experience (2 years+) managing staff
- d) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, donors, fundraisers and volunteers
- e) Strong verbal, presentation and written communication skills
- f) Ability to remain calm in variety of situations
- g) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects
- h) A demonstrated ability to work collaboratively in a team environment and with senior level volunteers
- i) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints
- j) Demonstrated experience monitoring and adhering to a budget and business plan
- k) Detail oriented with great organizational skills
- l) Experience using CRM donor database (Raiser's Edge experience advantageous)
- m) Computer literacy in Microsoft Office (Word, Excel and PowerPoint)
- n) Current driver's license and insurability
- o) Current police reference check with vulnerable sector screening
- p) Ability to travel to US

Nice to have's:

- a) Post-Secondary education in event management and/or fundraising
- b) CRFE designation
- c) An understanding of the power of camp
- d) Demonstrated commitment to volunteerism or volunteer sector
- e) Experience using Race Roster and Engaging Networks fundraising platforms

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, Aboriginal 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

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.