



## SENIOR DEVELOPMENT OFFICER

Jewish Family & Child is a multi-service, client centred agency and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking a **Senior Development Officer** to join our team.

### The successful candidate will be responsible for:

- Leading stewardship in initiatives, including regular contact with major donors, the 1868 Society and Monthly Mitzvah Makers.
- Working with the Director of Development and Communications on the strategic direction for the Annual Campaign, including spring appeal, telethons, fall appeal and reminders
- Coordinating all Blackbaud products, including Raisers Edge and Net Community ensuring data integrity, relevance and accuracy
- Providing support and professional guidance to volunteer committees in the planning and execution of fundraising events
- Developing and analyzing reports for Development and Accounting teams, Senior Management and the Board of Directors
- Other duties as assigned.

### Qualifications:

- Degree or Diploma in fundraising and/or communications
- Minimum 4 years of relevant experience in fundraising
- Knowledge of the Jewish community will be considered an asset
- Must be a team player with proven ability to work well with diverse groups of people including staff and volunteers
- Superior verbal and written communication skills
- High level of database skills and computer literacy, strong research skills
- Ability to handle a variety of tasks in a fast-paced environment

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If you are interested in applying, please submit your resume to Human Resources at [resumes@jfandcs.com](mailto:resumes@jfandcs.com). Please reference, **Senior Development Officer**, in the subject line.

*Applications should be submitted to Human Resources no later than Friday January 20, 2017; this position will remain active until filled.*

Jewish Family & Child is committed to the principle of equal opportunity in employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any such accommodations are required.

We thank all applicants for their application and interest; however, only those considered for an interview will be contacted.

No agencies please.

To learn more about Jewish Family & Child, please visit: [www.jfandcs.com](http://www.jfandcs.com)