



ABOUT MAKE-A-WISH® CANADA

Make-A-Wish® creates life-changing wishes for children with critical illnesses. We are on a quest to bring every eligible child's wish to life, because a wish is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight a critical illness. As an independently operating affiliate of Make-A-Wish International, Make-A-Wish Canada is part of the network of the world's leading children's wish-granting organization. We serve children in every community in Canada, and in more than 50 countries worldwide.

Since 1983, Make-A-Wish Canada has granted over 36,000 wishes across the country, over 1,000 last year alone. For more information about Make-A-Wish Canada, visit makeawish.ca. Join our team as a:

Development Officer, National Corporate Alliances
Location: Pickering
Full Time/Regular
Reference #: MAW054

JOB SUMMARY

The primary role of the Development Officer is to support the National Corporate Alliances portfolio through a variety of activities including: providing support throughout the fundraising cycle (Identification, Research, Qualification, Cultivation, Solicitation, Stewardship and Renewals), supporting the corporate donor recognition processes including donor acknowledgement and working closely with the national Donor Care Team to allocate and process corporate donations, coordination and administration of the corporate database in the central CRM system including reporting and data management, supporting the execution of corporate partnership deliverables including managing national corporate in-kind partnerships, supporting the national corporate foundation grant application process which includes applying and writing a selected number of grant applications, other general administrative functions of the department. Acting as a representative of the Foundation, this position plays a critical role in advancing corporate partnerships and supporting important revenue generation activities.

PRIMARY RESPONSIBILITIES

- Data Management Support:
- Enters and tracks all national corporate partnerships and campaign deliverables in the Salesforce database and maintains consistent and accurate data recording keeping related to corporate partnerships.
- Regularly prepares reports for management and develop a strong proficiency in our CRM database and become the "go-to" team member in all things related to managing the national corporate pipeline
- Provides support when needed to the central P2P platform, Donor Drive, for corporate related campaign pages only (event creation, donor reporting, gift processing, etc)



- Applies database management principles and processes to manage the full cycle of corporate fundraising at the national level in the central CRM system.
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- Corporate Partnership/Stewardship Support
- Coordinates and executes stewardship activities such as donor acknowledgement, gift processing, recognition pieces, partner mailings, alliance activations and fulfillment
- Develops strong working relationships with internal and external stakeholders (National Office, Regional Offices, marketing team, mission team, partners/sponsors/donors, etc.).
- Collaborates with internal departments to assist with development or coordination of corporate related materials (i.e. pitch decks, proposals, case for support, marketing assets, etc)
- Assists with special projects as needed such as mass email deployment, donor recognition lists, etc
- Provides support on national corporate foundation research and grant applications which includes prospect identification, grant writing, managing application deadlines, applying for grants, etc.
- Provides support related to prospecting including researching, meeting briefs, strategy briefs, etc
- Manages a number of national in-kind partnerships (fulfilment and stewardship)
- Administrative Support
- Provides general administrative support as needed including meeting coordination, mailings, social media scheduling related to corporate partnerships, meeting minutes and follow-up, etc
- Maintains accurate records on prospects and corporate partners to assist the National Corporate Alliance team in developing appropriate cultivation, solicitation, and stewardship strategies
- Maintains and manages inventory of fundraising related materials
- Establishes and maintains relationships within the office and across the organization ensuring a teamwork approach
- Other duties as assigned

QUALIFICATIONS

- Post-secondary education in fundraising/business or an equivalent combination of education, training and experience.
- 3 to 5 years working experience in the fundraising area, preferably in a multi-level organization within diverse communities.
- Ability to work independently and on various tasks simultaneously.
- Demonstrated experience in overseeing tasks of others and to work with others on a job to achieve the best results.
- Must be highly motivated and enjoy working in a fast-paced environment.
- Expectational oral and written communication, interpersonal and presentation skills.
- Demonstrated experience in problem solving and good judgement.
- Demonstrated time-management and organizational skills. Flexibility with changing priorities and ability to remain focused to meet targeted timelines.



- Proficient in Microsoft Office 2010 (Word, Excel, PowerPoint and Outlook) and related search engines.
- Establishes and maintains relationships within the office and across the organization ensuring a teamwork approach.
- Demonstrated experience in using databases and ability to be able to train on databases; and the ability to learn and adapt to new technology. Salesforce experience an asset.
- Positive attitude; ability to take responsibility and be accountable; ability to deal with change in the workplace and be innovative; respect for others.

WORKING CONDITIONS

- Home and Office environment with occasional requirements to work outside of regular office hours, during peak season to attend fundraising events.
- Occasional day travel.
- Valid driver's license and access to a reliable vehicle is required to fulfil responsibilities. Including driving on the highway

PHYSICAL & MENTAL EFFORT

- Works under pressure at peak times of the year with tight deadlines, high volume workload, and with changing and overlapping priorities.
- Physical activity may include lifting of boxes with materials, setting up corporate activations, etc.

A Criminal Background Check is required

All new Make-A-Wish® Canada employees must be fully vaccinated for COVID-19 at least 14 days prior to their first day of work, subject to relevant accommodations or exemptions.

WHAT WE OFFER

Make-A-Wish® Canada offers meaningful opportunities to make an impact. We are committed to fostering a culture that aims to change lives, foster compassion and better humanity.

In return for your contributions, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY

Qualified candidates are invited to send their resume and cover letter stating salary expectations, and quoting the reference **Development Officer, NCA, Posting #MAW054** in the subject line of the email by December 3rd, 2021, to:

Make-A-Wish® Canada
Human Resources Department
Hr.Recruitment@makeawish.ca



We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.

Make-A-Wish® Canada provides equal opportunity in employment and encourages applications from all qualified persons. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Make-A-Wish® Canada or get involved please visit our website at makeawish.ca.