

DEVELOPMENT OFFICER

Salary Range: \$58,000 - \$65,000

About Dying With Dignity Canada

Dying With Dignity Canada (DWDC) is the national human-rights charity committed to improving quality of dying, defending end-of-life rights, and helping Canadians avoid unwanted suffering.

DWDC has a four-part mandate:

1. We work to ensure that Canada's assisted dying rules comply with the Canadian Constitution, including the Canadian Charter of Rights and Freedoms.
2. We expose and break down unfair barriers facing suffering Canadians who wish to access their right to medical assistance in dying.
3. We provide support to people who are navigating their legal end-of-life options, and to their loved ones and health care providers.
4. We educate Canadians about advance care planning and their legal end-of-life rights and options, including palliative care and medical assistance in dying.

DWDC is committed to promoting a culture of wellbeing for our team. We provide extensive benefits and support for all team members so you can focus on doing meaningful work. Our perks include:

- Competitive salary
- Three weeks' paid vacation and paid sick days
- Health benefits, including an EAP program and mental wellness supports
- Matching Group Retirement Savings Program
- Flexible work hours and part-time work from home options
- Opportunities for professional development

The Opportunity:

This is an opportunity for an emerging fundraiser looking to apply their people skills and interest in human rights to develop expertise in 1-on-1 fundraising, annual and monthly giving, donor relations and donor data work. The Development Officer will report to and support the Director, Development to implement plans and activities aimed at increasing donor engagement and revenue.

As a key member of our dynamic and growing Development team, the Development Officer will work with the Director to deliver compassionate and strategic cultivation and stewardship to donors and prospects, using initiative, tact and attention to detail while ensuring confidentiality. Professional, goal-oriented, and committed to the mission of Dying With Dignity Canada, the Development Officer will make a positive contribution to our organizational culture.

Responsibilities:

Fundraising 33%

- Help build successful relationships with new and current donors that lead to philanthropic investment in the DWDC mission
- Work collaboratively with the Director to cultivate, solicit, and steward donors in the \$500 - \$10,000 range
- Help align donor interests with DWDC priorities and support activities which ensure a strong and sustainable donor pipeline
- Manage the Monthly Giving program, including reactivations, credit card setups, reporting and stewardship
- Support the Director, Development with annual appeals
- Support the CEO, Director, Development and senior volunteers with the Major Gift strategy and execution (\$10,000+)
- Conduct prospect research and analysis
- Write project-specific fundraising proposals, briefing notes, solicitation plans, and call reports to track donor interactions

Donor Relations 33%

- Prepare and deliver customized thank you letters, cards, and acknowledgements
- Make donor thank you calls in a timely manner
- Support the planning and execution of cultivation and stewardship activities
- Draft donor impact reports
- Work collaboratively with the Communications team to highlight donor impact stories in a manner that supports fundraising success

Program Support 34%

- Support the Director, Development with annual planning
- Work with the Development Coordinator on gift processing, data administration, and reporting

- Collaborate in event planning and execution
- Maintain donor portfolios, track progress against annual targets, and ensure database is up to date and includes all donor related activities
- Other duties as required

Qualifications:

- Bachelor's Degree or a combination of related education and work experience
- Experience supporting a fundraising program and interacting with donors
- Exceptional interpersonal and written communication skills
- Computer and database skills – proficient in Raiser's Edge and Microsoft office; experience with NationBuilder will be considered an advantage
- Strong organizational, time management, analytical, and problem-solving skills
- Demonstrated ability to manage multiple priorities
- Commitment to inclusivity, diversity, equity, and accessibility
- Ability to communicate in both official languages is an asset

To be successful in this role you will be:

- A Self-Starter
- Customer-service oriented
- Organized
- Persuasive
- Accountable
- Resilient

Personal Values and Traits

The successful candidate will be passionate about defending Canadians' end-of-life rights, including the right to medical assistance in dying. Our team members often communicate with severely ill and vulnerable Canadians who are weighing their end-of-life options or with the loved ones of these individuals. As a result, the successful candidate will be a strong active listener who consistently demonstrates compassion, humility, and the utmost discretion in their interactions with others.

Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process, as required. Applicants are encouraged to make their needs for accommodation known as early on as possible during the application process.



Dying With Dignity Canada

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We encourage applications from Black people, Metis, Inuit and First Nations people, people of colour, people who identify with disability, LGBTQ+ people and people from other equity-seeking groups that face systemic discrimination. DWDC is committed to an inclusive and diverse workplace, and a working environment free from all forms of discrimination, harassment, and violence.

Please email applications to jobs@dyingwithdignity.ca with the subject line: Development Officer.

Please note: Only candidates invited for interviews will be contacted. No phone calls please.

