Alzheimer Society
BRITISH COLUMBIA

DEVELOPMENT OFFICER – MID LEVEL GIVING

- Full Time -

Working as a member of the Resource Development team, the Development Officer manages a portfolio of mid-level prospects, and builds long-term relationships with mid-level donors leading to significant increase in revenue. The Development Officer identifies prospects, develops cultivation and solicitation strategies, solicits and closes gifts, and ensures appropriate recognition and stewardship of donors.

KEY RESPONSIBILITIES

- Manages mid-level giving program including individual donor engagement and communication, special appeals, personalized cultivation, recognition opportunities and stewardship activities.
- Plans, manages and implements effective gift strategies through all stages of the donor cycle for individual and corporate donors in the mid-level giving portfolio and ensures proper donor recognition and stewardship.
- Develops and implements a strategic business plan for achieving the long-term fund-raising goals of the mid-level individual gifts portfolio in connection with the Manager, Resource Development and others.
- Executes the assigned portfolio, working collaboratively with volunteers, staff and prospective donors
- Strategizes, develops and implements a plan to engage, steward and solicit donors for mid-level and major gift prospects.
- Works with Senior Development Officer to identify and meet with qualified prospects for major and planned giving asks from existing donor portfolio, and/or identify for other team members to approach.
- Other duties as required to meet the needs of the role in relation to organizational goals.

QUALIFICATIONS AND SKILLS

- Post-secondary degree and 3-5 years of experience or an equivalent of education and experience.
- Ability to interact with prospective and current donors with skill, tact, discretion and compassion.
- In-depth experience with the principles of effective donor cultivation and solicitation.
- Excellent written, oral and presentation skills.
- Knowledge of Word, Excel and Outlook for Windows, database (preferably Raisers Edge).
- Previous knowledge of Alzheimer's disease and/or related dementias is an asset.
- Able to travel occasionally. Occasional evening and weekend work is required. Flexibility with regards to scheduling is expected.

TO APPLY

Forward your resume with a cover letter that tells us how your experience and qualifications are a match to the position. Please include your salary expectation.

Human Resources
Alzheimer Society of B.C.
300 – 828 West 8th Avenue
Vancouver, B.C. V5Z 1E2

POSTING CLOSES: Tuesday, November 14, 2017

For more information about the Society, please visit our website: **http://www.alzheimer.ca/bc/**