



## **Development Officer Full-Time**

### **What We Do**

WIN House provides individuals and their children fleeing violence with crisis response and intervention, safe temporary accommodation, and support for basic needs. Clients are offered trauma-informed, client-centered programming and support, access to resources, information, and referrals to community support. WIN House is working towards operating within a low-barrier model of care and is a non-colonial structure.

### **What You Will Do**

Under the guidance of the Director of Development the Development Officer is pivotal to the fundraising success of WIN House and will implement a comprehensive donor outreach strategy.

The Development Officer will be accountable for managing and growing direct response fundraising campaigns to retain and develop individual donor files, reactivate lapsed donors, and upgrade donors to Monthly Giving. They will be responsible for acquiring & converting donors, donor retention, renewal and upgrading while identifying and feeding the major gift pipeline.

The Development Officer will regularly demonstrate initiative and proactively undertakes the following key responsibilities:

#### *Donors & Engagement*

- Organize and implement programs to secure annual gifts from WIN House donors, community members, and staff.
- Focus on individual donors under \$5000 and corporations/foundations under \$10,000.
- Identify potential donors, research their giving history and capacity, and understand their motivations.
- Encourage donors to utilize matching gift programs and give regularly by making personal visits, phone calls, letters, social media engagement, and emails for stewardship and solicitation.
- Leverage social media platforms to engage donors, share stories, and drive traffic to donation pages.
- Conduct surveys to understand donor satisfaction and preferences.
- Manage third-party relationships leading to contributions under \$5,000, only those that do not require event support.
- Coordinate and deliver annual giving activities, new fundraising initiatives, and manage the online giving site, including engaging volunteers.
- Build and maintain relationships with local community organizations.



### *Reporting and Strategy*

- Provide timely written reports on cultivation, campaign performance, analyze trends, solicitation activities, financial outcomes, forecasts and make strategic recommendations.
- Maintain donor databases, track interactions, and analyze data to inform strategies.
- Oversee the monthly donor program, digital marketing, online giving, direct mail, and email solicitation strategies.
- Collaborate with other departments to align with annual giving and organizational strategy
- Develop a comprehensive strategy for acquiring new donors, retaining and upgrading existing donors, and feeding the major gifts pipeline.
- Execute marketing, cultivation, and stewardship strategies for Memorial and Tribute Giving.
- Increase institutional knowledge of generational giving and apply relevant strategies.

### *Administration & Additional Duties*

- Manage the budget for annual giving campaigns, track expenses, and measure ROI.
- Utilize emails, newsletters, and thank you emails to reach a broader audience.
- Manage the organization's online donation platform and optimize it for user experience.
- Assist with Signature events as required.
- Ensure fundraising activities comply with relevant laws and ethical standards.
- Stay informed about trends and best practices in fundraising and philanthropy.

## **Who You Are**

### *Qualifications & Experience includes:*

- Post secondary degree or diploma in Marketing/Fundraising
- Proficient in Microsoft Suite and planning software
- Strong computer skills including word processing, mail merges, spreadsheets, and database/information management
- A minimum of two (2) years of fundraising experience for charitable organizations  
Demonstrated experience working with donor database systems (Donor Perfect experience would be an asset)
- Experience building annual giving programs, using superior communication, organization, and technical skills.
- A high degree of professionalism, initiative, and creativity are required to be successful in the position.
- Capacity to work in a self-directed manner as well as demonstrated capacity to collaborate with other staff and volunteers.
- Excellent public relations and interpersonal skills and the ability to interact and build successful working relationships with internal and external partners & donors.
- Capacity to identify and manage risks and positively adapt to/manage change.
- Professional level verbal and written communications skills.
- Respect and maintain a high degree of confidentiality.
- Personal qualities of integrity, credibility, and dedication to the mission of WIN House.



## The Details

The role will be working out of our Business Office with hours of work from 8:30 A.M. to 4:30 P.M. Monday to Thursday and 8:30 A.M. to 2:30 P.M. on Fridays. WIN House offers a pet-friendly, team-oriented working environment.

The salary range for this position is \$60,000-\$78,000 per year combined with a comprehensive extended health benefit package and pension plan.

## Prerequisites

The successful candidate will be required to submit a Criminal Record Check including a vulnerable sector check, a current Child Welfare check, and must be willing to sign an Oath of Confidentiality.

## How to Apply

Please submit applications to [hr@winhouse.org](mailto:hr@winhouse.org). This position will remain open until a suitable candidate has been selected.

*We thank all applicants for their interest, however, only those shortlisted will be contacted.*

*WIN House is committed to making diversity, equity, and inclusion a central part of everything we do – from how we deliver services to how we build our teams. We strive to have a workforce that is representative of those we serve, and of our communities. We encourage applications from all qualified applicants including women, disabled people, Black, Indigenous, People of Color, people from the 2SLGBTQIA+ community, and other equity-seeking groups. If you require accommodation during the application process, please reach out to [hr@winhouse.org](mailto:hr@winhouse.org).*

*WIN House operates in several locations throughout Amiswacîwâskahikan on Treaty 6 territory, the territory and gathering place of diverse Indigenous peoples including the Papaschase, Cree, Nakota Sioux, Dene, Ojibway, and many others, and the homeland of the Métis Nation.*