



....*Every Child and Youth living life at their full potential.*

At Grandview Kids we provide family-centred paediatric assessment, treatment, rehabilitation services and specialized programs. Along with their families, we support children and youth with communication, social, physical and developmental needs to achieve their potential at home, in the community and at school. We are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement for our children and youth, their families and our staff members. Our team-oriented approach inspires our staff to collaborate, share ideas, and work with a variety of professional disciplines. We offer a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

The next two years will be a period of unprecedented growth as we work on a major capital expansion for our new facility in Ajax.

If you are looking for an opportunity that offers personal and professional rewards, that makes a real difference and enriches the lives of others, then Grandview Kids is the place for you!

We are excited to be accepting applications for the following position:

Community Engagement and Donor Relations Officer

- *Contract Full-time – 37.5 hours/week*
- *October 2022 – January 2024*

Under the direction of the Executive Director and as a member of the Grandview Children's Foundation (Grandview Kids Foundation/GKF) team supporting Grandview Kids, the Community Engagement and Donor Relations Officer is responsible for ensuring that the annual and capital fundraising programs meet and/or exceed financial goals. The Community Engagement and Donor Relations Officer is required to interface regularly with Grandview Kids staff, families, volunteers and donors. He/she will work closely with the Executive Director in the execution and administration of all aspects of the Foundation's fundraising activities, specifically major giving with a focus to help build and sustain long-term relationships in our community.

The Community Engagement and Donor Relations Officer will mirror the mission and values of Grandview Children's Foundation to the community, volunteers and the children, youth and families we serve. They will be a passionate, enthusiastic, self-motivating member of the Foundation team.

Responsibilities:

The Community Engagement and Donor Relations Officer develops and maintains positive relationships, as appropriate, with: Foundation team members; Board members; Committee members; Grandview Children's Centre staff and volunteers; Campbell Children's School staff and volunteers; Donors and External suppliers. This can include:

- In collaboration with the Foundation team, develops and executes annual and campaign fundraising plans and tactics;
- Work with the Executive Director in the strategic development and execution of a robust major giving program;
- Continue to build and strengthen current relationships to ensure donors feel valued and appreciated at all giving levels;
- Assists in the cultivation of prospective donors and stewardship of current donors to enhance and encourage charitable giving;
- Manage a personal portfolio of key major donor and partnership relationships including individuals, corporations and Foundations;
- Build pipeline through prospect identification, tracking performance and reporting progress monthly
- Prepare donor proposals, correspondence, briefing notes, and other materials required for portfolio activities;

- Assists in the coordination of Grandview Kids donor recognition, stewardship, and cultivation, working closely with the Executive Director to ensure effective strategies are in place that will allow the Foundation to continue to build on relationships in the community;
- In collaboration with the Donor Impact and Communications Coordinator develops a list of collateral promotional materials and items required for signature events, 3rd party fundraising and a robust major giving program;
- Working closely with event Volunteer Committees, coordinates and implements all signature events hosted by the organization including securing sponsorship, ticket sales and prizing; strategic focus on developing sponsors and participants to encourage long-term giving;
- Supports and coordinates 3rd party fundraising including the Ready Mix Drum Program; Interacts with community partners to encourage third-party fundraising initiatives and future long-term giving;
- In collaboration with the Grandview Children's Centre, Manager of Recreation and Volunteer Services develops and executes a Foundation Volunteer Program to ensure volunteer growth and retention.
- Ensures that all gifts are received in accordance with Foundation policy and procedures;
- Carries out other related duties as assigned; and observes strict confidentiality regarding client and donor information.

Qualifications

- Post-secondary degree or an equivalent combination of formal training and experience
- Full understanding of the principles and practices of fundraising, public relations and Donor Communications;
- Excellent computer skills including use of data management system;
- Excellent interpersonal skills, with the ability to work effectively with the public, with representatives of service clubs and corporations, staff and volunteers;
- Preference given to candidates with experience in a charitable or not for profit setting and with a fundraising experience

You have at least 5 years' experience in a fundraising environment; preference will be given to candidates with experience in a not- for-profit/charitable setting; Experience in fundraising software and data base management; CFRE credential or working toward certification will be considered an asset.

You have a deep commitment to family-centred care practices and a passion for working with others to support children to achieve their personal best. You possess exceptional organization, interpersonal and communication skills.

Please forward your cover letter and resume and clearly state Community Engagement and Donor Relations Officer by 5:00 pm on October 7, 2022.

Human Resources Manager

Grandview Kids, 600 Townline Road South, Oshawa ON, L1H 0C8

Website: www.grandviewkidsfoundation.ca

E-mail: brigitte.tschinkel@grandviewkids.ca

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations, please contact us.

Please note that all prospective Grandview Kids employees are subject to mandatory immunization requirements, including full and ongoing Covid-19 vaccinations, as a condition of obtaining and maintaining employment. We will make accommodations based upon documented medical or creed exemption in accordance to the Ministry of Health and the Ontario Human Rights Code. Applicants who require accommodations for disabilities or other specific grounds need to make their needs known in advance to Human Resources.

Grandview is proud to acknowledge the lands and people of the Mississaugas of Scugog Island First Nation, which is covered under the Williams Treaties. We are situated on the Traditional Territory of the Mississaugas, a branch of the greater Anishinaabeg Nation, which includes Algonquin, Ojibway, Odawa and Pottawatomi.

We thank all applicants. Only those selected for an interview will be contacted.