



*Every child and youth living at their full potential*

## **About Grandview Kids**

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Though a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

### **Senior Development Officer, Major Gifts (Permanent Full-time)**

- Permanent Full-Time – 37.5 hours per week (1FTE)
- Salary Range - \$82,972.50 to \$97,071.00 per annum, depending upon experience
- Commencing October 2025
- Onsite/Hybrid

Under the direct supervision of the Executive Lead, Development, the Senior Development Officer, Major Gifts is a vital contributor to the Development team at Grandview Kids. The incumbent will play a vital role in driving philanthropic revenue growth by proactively identifying, cultivating and soliciting philanthropic support from donors and prospects contributing \$10,000 or above. The incumbent will work collaboratively to plan and carry out tailored engagement strategies – building relationships, inspiring giving and stewarding donors with excellence.

## **Responsibilities**

### **The Senior Development Officer will:**

- Collaborate with the Executive Lead, Development to develop and implement a strategic major giving program at Grandview Kids
- Identify, cultivate, and solicit philanthropic support by developing and maintaining relationships with current donors and prospects to drive the acquisition of philanthropic revenue at the \$10,000+ level.
- Build and manage a portfolio of major gift prospects through the donor cycle using the principles of relationship management.
- Achieve annual major gift revenue targets through strategic solicitation and stewardship
- Collaborate with Development Department members to draft compelling proposals, impact reports and stewardship materials.
- Maintain accurate donor records—tracking all correspondence, meeting outcomes, next steps—within a CRM system (e.g., Raiser’s Edge NXT)
- Support donor-related events—cultivation, recognition, tours—coordinating logistics and preparing relevant materials.
- Communicating recommendations to appropriate team members
- Sharing concerns with Manager, staff and other departments/teams and observing strict confidentiality regarding donor and client information
- Participating in Quality Management activities and adhering to established departmental and Centre standards.
- Taking part in the orientation of new staff and participating in departmental and Centre-wide educational activities
- Remaining current in role through attendance at conferences, personal study, articles, webinars, seminars and professional activities.
- Performs other related duties, as assigned.

## **Qualifications**

- College or university degree/credential in a relevant discipline (e.g. fundraising, public relations, business), and/or equivalent experience
- Minimum 3 - 5 years’ experience in major gifts fundraising and donor relations in a Not-for-profit organization
- Excellent verbal and written communication skills including presentation skills
- Experience with Raiser’s Edge NXT or similar CRM platform

- Experience in a charitable and not-for-profit setting preferred
- Well-developed communication skills including verbal, non-verbal, listening, negotiation and presentation
- Valid driver's licence and reliable vehicle, or access to reliable/appropriate transportation.

## **How to apply**

**Please submit your cover letter and a resume for Job 25.104 Senior Development Officer, Major Gifts through the following link: [Apply Here](#)**

**Please address your correspondence to:**

Human Resources

Grandview Kids

1461 Harwood Avenue North

Ajax, ON L1T 0R3

## **Our commitment to belonging**

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 throughout this process, please contact Human Resources.

## **Land acknowledgement**

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

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