



JOB POSTING – Development Officer, Corporate Giving and Sponsorship

This is an excellent opportunity to join the Casey House Foundation team as we have now opened our new state-of-the-art facility. Casey House's new facility supports our overall goal of establishing a centre of excellence in HIV/AIDS clinical care, education and research that addresses the unmet health needs of people living with HIV/AIDS.

We are currently seeking a development officer, corporate giving and sponsorship to manage the corporate giving components of the revenue generation strategy.

Position: Development Officer, Corporate Giving and Sponsorship

Reports to: Chief Marketing and Development Officer

Hours: 7.5 hours per day, Monday to Friday, occasional evening and weekend events required.

Status: 1.0 FTE Permanent Full-time

POSITION OVERVIEW

By persuasively communicating the mission and values of Casey House, the development officer, corporate giving and sponsorship is responsible for developing and maintaining deep partnerships with corporations to generate revenue through grants, philanthropic gifts, cause marketing, sponsorships, employee engagement and gifts in kind. As a member of the Casey House Foundation team you will be responsible for identifying, prospecting, cultivating, soliciting and stewarding a portfolio of approximately 200 prospects and growing the annual revenue of the portfolio based on Casey House Foundation targets.

RESPONSIBILITIES

Working under the guidance of the chief marketing and development officer and in collaboration with the senior development officer, the development officer, corporate giving and sponsorship will serve as the lead fundraiser overseeing the timely submission of well-researched and well-written grant, fundraising and sponsorship proposals to corporations to generate revenue in the following areas:

Corporate Giving Program

- Identify and cultivate new corporate giving prospects and develop and maintain a corporate giving grant pipeline;
- Research new corporate giving opportunities with both a short term and long term view to revenue generation;
- Develop and lead innovative cause marketing and employee engagement programs and pitch those programs to prospects;
- Monitor market environment to identify new corporate opportunities for both giving and sponsorship;
- Maintain a calendar to ensure timely submission of letters of inquiry, proposals, and, stewardship reports; and,
- Promptly acknowledge and ensure proper receipting of all donations.

Corporate Sponsorship Program

- Identify and cultivate new corporate sponsors and develop a corporate sponsorship pipeline;
- Establish and maintain personal contact and relationships with key corporate sponsorship stakeholders;
- Maintain a calendar to ensure timely submission of letters of inquiry, proposals, and, stewardship reports; and,
- Promptly acknowledge and ensure proper receipting of all donations.

The development officer, corporate giving and sponsorship will develop an annual work plan, meet and exceed revenue expectations laid out in that plan, and, actively participate in the Casey House Foundation team. In addition, the incumbent will collaborate closely with all internal clinical teams to ensure strong programmatic linkage to fund development programs.

The development officer, corporate giving and sponsorship will at all times positively represent Casey House in the community.

QUALIFICATIONS

The development officer, corporate giving and sponsorship will possess:

- 3-5 years of foundation and/or corporate grant writing experience with a demonstrated track record of successfully soliciting and securing donations greater than \$20,000;
- Excellent communication skills, including demonstrated capacity in writing and creating compelling proposals and stewardship reports;
- Strong analytical skills and the ability to identify business development opportunities;
- Entrepreneurial, creative and strategically minded;
- Excellent ability to manage time with multiple competing deadlines;
- Ability to work independently, communicate at all levels with confidence and exercise sound judgement, tact and confidentiality in relations to clients, donors, volunteers, staff and the general public;
- Relevant post-secondary degree or an equivalent combination of education and experience;
- An understanding and commitment to the values of Casey House and its roots in social justice surrounding HIV/AIDS.

At Casey House, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve, including those living with HIV/AIDS. Casey House is committed to providing accommodation in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Please email your cover letter, together with an updated resume, to careers@caseyhouse.ca. Please insert: *Application for Development Officer, Corporate Giving and Sponsorship* in the email subject line.

POSTING DATE: November 27, 2018

CLOSING DATE: December 14, 2018
