
Job Title

Resource Development Officer

Who are we?

The Lloydminster Interval Home Society is a dynamic community-based organization with over 40+ years of experience and dedicated passion to develop the lifetimes of well-being and healthy relationships for all. We are an organization who is committed first to support our clients; to “provide safety, support and education by empowering children, youth, adults and communities we serve”. Second to support each other; to come together and live our **“RICH”** values of **Respect, Integrity, Compassion and Honesty** and to help us achieve Lloydminster Interval Home Society’s goal in ***‘Giving Hope a Space to Grow’***.

Why Choose the Lloydminster Interval Home Society?

The Lloydminster Interval Home Society is continually working to be an employer of choice. We offer a supportive and healthy work culture, a competitive salary, an attractive health/dental benefit plan, paid Flex/Wellness days and a health spending account. In addition, we value our employee’s growth and support professional development. At LIHS we live and lead through our Core Values, it is a requirement to be familiar with these as we hire, review, develop and reward our people around them.

Position Overview

Reporting to the CEO, the Resource Development Officer is responsible for corporate and community-based fundraising including identifying, prospecting, cultivating, stewarding and managing relationships with corporate and community partners/donors/sponsors. To this end, the position is also responsible for implementing LIHS community fundraising events, donor centric marketing initiatives, and general awareness based marketing initiatives.

Duties and Responsibilities

Fund Development

- A. Collaborate with the CEO to develop, review and implement a long-range fund development plan that compliments the goals, values and functional requirements of the LIHS.

- B. Develop and maintain a portfolio of prospects with capacity for varying levels of gifts.
- C. Build relationships with targeted community stakeholders to advance the mission and fundraising goals of the organization; cultivates new and stewards existing LIHS/LCYC donors
- D. Ensure that all Fund Development activities (prospect identification, donor recognition, stewardship) are coordinated via relevant team members using donor management software and other communication strategies.
- E. Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- F. In conjunction with the CEO and with the support of the administrative team, ensures the Fund Development program is effective, maintained and implemented, including identifying new fundraising initiatives
- G. Manage annual budget, as it relates to the overall departmental budget (fund development/marketing functions).
- H. Plan, manage and execute annual fundraising events in coordination with event teams including the development and solicitation of corporate sponsorship, coordination of logistics and management of activities/tasks.
- I. Oversees the coordination of all electronic, web-based and social media communications are prepared and managed to target potential and past donors.

Marketing, Public Relations, Community Engagement

- J. Develop and oversee the implementation of LIHS annual marketing plan using collateral, print, website, radio, e-mail, social media, and other appropriate avenues
- K. Oversees all marketing and communication strategies to aid in the recruitment and retention of donors and sponsors, as well as various other stakeholders
- L. Ensures the development and maintenance of all public relations and marketing communication strategies to increase engagement in organizational initiatives.

- M. Oversee the coordination of the design, printing and distribution of marketing and communication materials.
- N. Oversees the development and maintenance of LIHS website, social media and on-line presence.
- O. Responsible for overseeing the delivery of LIHS internal and external communication such as agency updates, annual newsletter, AGM materials, donor material, etc.

Experience and Competencies

Post-secondary education in marketing, non-profit management, or business, and 5 years experience in a development field in a leadership role is required. An extensive knowledge in fund development is a must. You must have a valid drivers license, clean drivers abstract, and a minimum of three years driving and insurance history.

No phone calls please. Only those selected for an interview will be contacted.

Copy and paste link into browser to learn more about our organization and benefits:

<https://intervalhome.org/joinourteam/>

Job Types: *Permanent/ Fulltime*

COVID-19 considerations:

A range of COVID-19 safety measures are in place to protect the well being of staff, volunteers and the public, in addition, the Lloydminster Interval Home Society requires all staff to be fully vaccinated as per our current Mandatory Vaccination Policy.