

# **CORPORATE DEVELOPMENT OFFICER**

Posting period: December 2 to December 17, 2021

## **Position Summary**

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Reporting to the Vice President, Community and Corporate Development, the **Corporate Development Officer** will serve as a key member of the CHEO Foundation team on a twelve-month contract.

The Corporate Development Officer's role is integral to the CHEO Foundation meeting its fundraising goals. The successful candidate will be responsible for managing a portfolio of corporate donors and potential corporate donors. Leveraging your own contact list to engage corporate partners to get involved with CHEO is one element of this position. Additionally, this position will require involvement in the organization of several special fundraising projects already in place along with the development of new revenue generating partnerships.

## **About You**

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You embrace the opportunity to work in a team environment with a commitment of excellence to donors, sponsors, volunteers and co-workers alike. You are creative, organized and embrace the concept of new challenges. You are comfortable getting in front of prospective partners and asking for their financial support. You are a critical and strategic thinker who enjoys identifying revenue growth opportunities and who works to achieve them. You have a fundraising background or similar corporate work experience and love devoting your life to helping the children, youth and the families we serve.

You are capable of multi-tasking while maintaining your own critical path for successful outcomes for your projects. You are a dynamic, professional team player with exceptional interpersonal and communications skills. You are self-motivated and your initiative has proven successful. Time management is one of your strong suits and you are comfortable speaking with audiences large and small.

## **Primary Responsibilities**

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- Manage the stewardship of a portfolio of annual corporate donors.
- Work with the Prospect Researcher to identify prospective corporate donors.
- Solicit corporate support for corporate gifts, sponsorship opportunities and staff engagement.
- Compose funding requests and grant applications.
- Develop and implement a growth strategy for your portfolio.
- Develop fundraising support tools and resources.
- Support the stewardship of workplace giving campaigns.
- Support ask-at-the-cash fundraising campaigns and partnerships.
- Recruit corporate team participation in CHEO Foundation events and associated stewardship requirements.
- Evaluate event and gift results and determine future direction.
- Acquire and introduce new corporate donors.

## Qualifications

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- University degree or college diploma, or equivalent experience
- Experience in corporate fundraising or similar work experience
- Experience working in a team environment
- Fundraising database experience is an asset; familiarity with Raiser's Edge ideal
- Attention to detail and strong written and verbal communication skills
- Ability to manage and coordinate multiple projects in a fast-paced environment
- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Excellent organizational skills with the ability to meet multiple and competing priorities
- Ability to work independently with minimal direction/supervision
- Bilingualism (English and French) is an asset
- Flexibility to work some evenings/weekends as required

## COVID-19

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All references to groups or gatherings refer to a time when COVID-19 restrictions are lifted, and gatherings are once again safe. The CHEO Foundation offices are located in Ottawa. Employees are currently working remotely due to COVID-19 protocols and are anticipating doing so at least until spring of 2022.

The CHEO Foundation has a Universal COVID-19 Vaccination Policy that applies to all staff. As a condition of employment, the preferred candidate will be required to provide proof of both their first and second dose of the COVID-19 vaccine. Exceptions will only be made on the basis of disability (medical), creed (religion) or other grounds enumerated in the Ontario Human Rights Code.

## Application Process

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Applications will be accepted until midnight December 17, 2021. Please send your resume and cover letter to [apply@cheofoundation.com](mailto:apply@cheofoundation.com). Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

The CHEO Foundation is an equal opportunity employer, and we are committed to practices that support Equity, Diversity, Inclusion and Indigeneity. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.