

## FUND DEVELOPMENT OFFICER

The Reh-Fit Centre in Winnipeg, Manitoba is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment. The Reh-Fit Centre is a state-of-the-art health and fitness facility that offers a unique approach to well-being. As a certified medical fitness facility, the Reh-Fit Centre holds the distinction of being Canada's first certified medical fitness facility. This means it combines fitness services with a focus on preventive and rehabilitative medicine and overall well-being.

On behalf of the Reh-Fit Centre, we are seeking a Fund Development Officer who will be responsible for the fund development strategy and associated administration. This role involves developing and implementing donor recognition and stewardship strategies; identifying sponsorship opportunities, developing proposals, and completing grant applications; coordinating communications and marketing for fund development activities; and providing support to the Reh-Fit Foundation Board and Committee volunteers. The Fund Development Officer represents the vision of the Centre, demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

### Key Responsibilities

#### Fund Development Strategy and Associated Administration

- Raise funds and develop, execute, and evaluate the annual fund development plan's strategies, goals, action plans, and timelines in conjunction with the Reh-Fit Centre and Reh-Fit Foundation Board of Directors.
- Oversee the development of a compelling case for support and ensure it remains current.
- Oversee prospect research, development, and maintenance of profiles, and strategies for major gifts.
- Ensure systems and procedures are in place and documented for all areas including centralized database and gift processing.
- Maintain an up to date database of donors, prospective donors, granting opportunities, foundations, and sponsors.
- Manage the gift administration processes, in conjunction with the Finance Department.

#### Donor Stewardship

- Develop recognition vehicles for the various donor levels.
- Oversee the stewardship and recognition programs for donors.
- Develop strategies to engage potential donors and existing donors in Reh-Fit Centre activities.
- Establish and maintain positive relationships with individual supporters, supporting organizations, corporate, and other potential donors.
- Coordinate the gratitude communication program to all donors along with receipts in a timely manner.
- Complete and submit information for the annual returns for both organizations.

### Sponsorship Development

- Oversee procurement of sponsors and participate in sponsor prospect outreach.
- Link potential sponsors to sponsorship assets.
- Develop sponsorship strategies and the content for donor and event related materials and presentations.
- Manage the fulfillment and contractual obligations with sponsors and ensures their participation is recognized in a meaningful manner.
- Work with the Director of Membership, Membership Services Supervisor, and Communications and Marketing Officer regarding the planning, organization, volunteer involvement, and promotion of fundraising, donor, and member events.
- Provide oversight for all fundraising and donor events.
- Research funding/grant opportunities and develop proposals.
- Oversee compilation of grant applications and develop annual schedule of grant applications with associated timelines.

### Communications and Marketing

- Develop and implement strategies for educating donor prospects and supporters on the mission, goals, and funding requirements of the Centre.
- Assist with implementing the Centre's marketing and communication plans for fund development purposes, and ensure messaging is consistent.
- Manage the potential donor and donor communication program.
- Assist with providing content for external and internal correspondence, brochures, information monitors, stakeholder bulletins, and the Reh-Fit website.

### Board and Committee Support

- Work with the Reh-Fit Foundation Board, Executive Assistant, and Centre CEO to establish committee processes, structure, roles, and reporting protocols.
- Assist with preparation of Board and Committee meeting materials.
- Assist with volunteer recruitment.
- Provide briefing to new volunteers.
- Provide training to volunteers on effective fundraising strategies.

## Experience and Qualifications

- Completion of an undergraduate degree in a related field or related business experience.
- Completion of fund development education and/or training programs.
- Minimum of three to five years of experience in fundraising.
- Demonstrated ability to implement successful fundraising initiatives.
- Proficient at developing strategic plans, writing proposals, and conducting research.
- Skilled at expense budget management and meeting revenue targets.
- Keen ability to prioritize and work well under pressure to meet deadlines.
- Experience leveraging the skills of volunteer boards and committees.
- Strong interpersonal and communication skills.

- Strong analytical, problem solving, and planning skills.
- Able to proactively identify opportunities for continuous improvement.
- Strong customer service orientation.
- Strong organization and administration skills.
- Exceptional writing skills with an ability to proof, edit, and write engaging and informative content.
- Able to function well in a not-for-profit environment with a membership-based, volunteer-led governance structure.
- Able and willing to participate in and contribute to a team-based work environment.
- Able to independently manage time and workflow.
- Ability to develop and manage relationships with stakeholders, sponsors, donors, volunteers, media, and suppliers.
- Computer proficiency including Microsoft Office applications, internet, and donor database systems.

If you are interested in learning more about this exciting opportunity, please forward your resume to [Katie.Derksen@mnp.ca](mailto:Katie.Derksen@mnp.ca).