Sunnybrook, Development Officer (DO)
Founded in 1963, Sunnybrook is a benevolent home ministering to children and older youth who are in need of a loving, stable and nurturing home environment.

Annual Revenue: $2 million

Position Overview
Reporting to the Executive Director (ED), the Development Officer (DO), serves as a key leadership team member and an active participant in making strategic decisions affecting Sunnybrook. In partnership with the ED and the fundraising team, this position is responsible for all fundraising and development activities. The DO will help to create our annual development plan, and act as the primary implementor of this plan. The DO will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The DO will have primary responsibility for establishing and implementing the infrastructure needed to grow the $500,000 fundraising income to $1,000,000 over the next 5 years through the solicitation of major gifts, special events, planned giving, capital campaigns, and corporate and foundation support.

It is expected that the amount raised by Sunnybrook will increase in future years as the DO systematically and effectively strengthens the organization's overall fundraising capacity.

Responsibilities

I. Establish and maintain relationships with donors to secure major and minor gifts.
   1. Plan and implement programs to inform and cultivate individual and corporate gifts.
   2. Properly research, solicit and acknowledge donors.
   3. Identify relationships for best results in soliciting major gifts and planned gifts.
   4. Move solicitation efforts forward according to readiness.
   5. Oversee production of appropriate fundraising materials including but not limited to case statements, proposals and marketing materials.

II. Oversee implementation of integrated fund development for Sunnybrook.
   1. Work with the Development Team to develop and oversee the annual development plan.
   2. Oversee development staff who conduct annual campaign including special events, direct mail and campaigns.
   3. Evaluate strategies for soliciting gifts and increasing donations while increasing efficiency and effectiveness.
   4. Provide status reports on projected vs. actual progress toward goals.
   5. Cultivate planned giving
III. Position Sunnybrook as a leader in the community, one deserving of private and public support.
   1. Be proactive in placing stories in the media concerning newsworthy subjects.
   2. Oversee production of all publications, including newsletters, annual report, website and collateral to market businesses.

IV. Actively participate in Senior Management Team.
   1. Attend and participate in meetings of the Management Team.
   2. Provide perspective and insight into organizational issues, particularly how strategic and operational decisions will impact current and future fundraising activities.
   3. Develop and implement organizational communication structure that fosters open dialogue between all stakeholders, both internally and externally.
   4. Provide direction and guidance to organizational leadership in the areas of fundraising, grant writing and community relationships.

V. Other duties as assigned

Qualifications

- 3-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Bachelor’s degree required
- Ability to construct, articulate, and implement annual strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time