

Development Officer Position Description

November 7, 2022

Position Identification

Title: Development Officer
Department: Marketing, Communications & Development
Status and Funding: Full-time; hybrid; grant funded

Organizational Summary

The Pacific Salmon Foundation (PSF) is salmon first, salmon always. We harness the passion and power of people to save and restore Pacific salmon in B.C. and the Yukon. And, we never go it alone, working with Indigenous partners, streamkeepers, government agencies and fellow ENGO's, the PSF undertakes research, restoration initiatives and leadership in convening all those willing to help recover Pacific salmon. As People for Salmon, we're here to help ensure sustainable populations of Pacific salmon for generations to come.

Position Overview

The Development Officer is a key part of the PSF's Development team, responsible for the day-to-day operations of annual giving fundraising, including donors who support PSF with gifts below \$5,000. This role supports and deploys donor acquisition strategies and campaigns and maintains strong relationships with current donors. Primary areas of fundraising responsibility include: monthly giving; individual giving; and donor stewardship activities and events in order to attract, retain and upgrade annual donors. The role also supports annual fundraising events, such as PSF's signature Vancouver Dinner & Auction.

Roles and Responsibilities

The Development Officer's key responsibilities include:

- Day to day operations of the annual giving program, including; donor acquisition initiatives, writing appeals, liaising with design and internal experts to develop fundraising packages, list pulls in collaboration with database, donor stewardship;
- Day to day operations of the monthly giving program, *Habitat Heroes*, including; acquisition initiatives, donor communications, donor stewardship/thank you calls, initiatives to support acquisition of new donors;
- Prospect research, supporting outreach to individuals, corporations, foundations and granting agencies that have an interest in advancing environmental causes;
- Fundraising event support, including; liaising with committee, supporting Events Manager with fundraising event logistics, auctions, and post-event donor stewardship;
- Collaborates with internal departments to assist with development or coordination of material for development activities and stewardship;
- Proactively liaise with donors to support relationship development and connectivity to the PSF's mission;
- Other duties, as assigned.

Reporting and Supervision

Supervised by the Vice President for Marketing, Communications & Development, the Development Officer is responsible for undertaking all work identified by the Vice President and meeting or exceeding the standard of care set by the Vice President.

Qualifications

- A University degree in a related field or equivalent combination of education, training and experience.
- A passion for Pacific salmon and the vital ecosystems, culture and community they uphold.
- 1 -2 years of work experience in a fundraising organization (events, campaigns, programs, working with donors).
- Ability to work independently and on various tasks simultaneously.
- Excel in developing relationships with people.
- Outstanding communicator with strong interpersonal skills.
- Flexibility with changing priorities and ability to remain focused to meet targeted timelines.
- Meticulous attention to detail and a high degree of accuracy.
- Strong organizational skills, you know how to manage a project from conception through to completion.
- Strong Microsoft Office skills, including word, power point, excel

Mentoring and Development

The PSF is committed to life-long learning for all team members. Ongoing mentoring will be available to facilitate the Development Officer's career development and appropriate training and skill-building opportunities will be provided subject to budget constraints. Educational opportunities will be encouraged.

Compensation

The compensation range for this role is between \$65,000-\$70,000 per year.

Start Date

February 2023