



Position Title: Development Officer, Annual Giving

Term: Full Time

Location: Halifax

Reports to: Director of Development

Who We Are

Brigadoon Village passionately transforms the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Our camp facility is located on Aylesford Lake in the beautiful Annapolis Valley, NS. Our marketing, fundraising and administration team work out of a central office in the Hydrostone Market in Halifax, NS.

Position Summary

Brigadoon Village is seeking an individual with a passion for executing on Brigadoon Village's vision and mission. This position is primarily responsible for the management and coordination of Brigadoon's Annual Giving portfolio.

The portfolio includes oversight of Brigadoon's mid-level giving portfolio, stewarding existing donors and identifying new prospective donors; including individuals, corporate and community groups.

Another key responsibility for the Development Officer role is the oversight and activation of Brigadoon's stewardship plan, ensuring donors are thanked in a timely fashion and being well stewarded and communicated with in a meaningful way throughout their donor journey.

This position also oversees Brigadoon's direct mail appeals (2 per year), our monthly donor program, stewardship events, grant writing & applications and prospect research.

The Development Officer is part of a very dynamic team including other fund development, marketing and administrative staff and is responsible for delivering on Brigadoon's annual fund development targets set in partnership with the Director of Development and approved by the Executive Director.

This position is a full time, permanent position reporting to the Director of Development.

Join our team!

Qualifications

The ideal candidate possesses the following:

- Minimum of 3 years of related fundraising experience
- The ideal candidate possesses a Bachelor's degree in a related discipline
- Clear criminal record check and child abuse registry are conditional for employment
- Demonstrated ability to successfully plan and implement strategic annual giving plans
- Demonstrated ability to efficiently organize and manage a diverse range of assignments while meeting multiple deadlines, while exhibiting thorough attention to all details and consistent follow through

- Resourceful and independent, while remaining comfortable working within the framework of a team-oriented environment
- Excellent written and communication skills, strong initiative and demonstrated flexibility, pleasant persona coupled with sound judgment; flexible, discreet and able to maintain confidential information
- Knowledge of Raiser's Edge database is an asset

Working Conditions

This full time position is based on 37.5 hours per week and is based out of Brigadoon's Halifax office. The position may require occasional travel. The successful candidate must have access to a reliable vehicle.

Although the bulk of the work is done in normal office hours Monday to Friday, it is important that this individual can accommodate occasional after-hours work, including events and meetings.

This position includes a vacation package, medical benefits and an environment that promotes work-life balance.

Our Mission

Brigadoon Village passionately transforms the lives of Atlantic Canadian children and youth living with health conditions and other life challenges to help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Our Vision

Giving extraordinary kids the chance to be ordinary.

Our Values

Campers First | Fun | Intentional | Innovation | Our People

How to Apply

- Interested candidates are encouraged to submit their cover letter, resume, including salary expectations to Michelle Bohaychuk at michelle@brigadoonvillage.org no later than Feb 19, 2019.
- We thank all candidates for their interest, however only those under consideration will be contacted.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Criminal Background, and Education.

Brigadoon Village is an equal opportunity employer.