



Development Officer

Easter Seals Nova Scotia is a not-for-profit organization which delivers high-quality services and programs to children, youth and adults with disabilities. Based in Halifax, we promote inclusion, independence and mobility for Nova Scotians with disabilities. We enable Nova Scotians with disabilities to enhance their quality of life by realizing their individual potential.

Easter Seals Nova Scotia seeks an enthusiastic, flexible and dedicated professional as our next Development Coordinator. The successful candidate will be someone who enjoys working in a busy environment while managing multiple priorities, community relationships and opportunities. The Development Coordinator will report to and assist the Director of Development with fundraising events, funding and grant proposals, communications, and donor and community relations. S/he will have a passion for supporting and serving our clients with disabilities.

Responsibilities

- Support the fundraising effort for Easter Seals Nova Scotia's annual programs and events, with an emphasis on growth
- Help conceive of and produce fundraising events and programs, and focus on year-round campaign of event participant and volunteer engagement
- Seek sponsorship opportunities for fundraising events and programs, cash and in-kind
- Coordinate projects such as point-of-sale retail campaigns such as Paper Eggs
- Cultivate, maintain and grow relationships with donors, sponsors, supporters and event participants through visits, presentations, written communications
- Actively engage and recruit volunteers and direct volunteer activities with Easter Seals Nova Scotia events, functions, and programs
- Regularly communicate with our donors and volunteers
- Manage stewardship activities to assure regular contact with donors by Easter Seals Nova Scotia staff and board members
- Manages Easter Seals Nova Scotia's online peer to peer fundraising portal for events such as Drop Zone and the Kartbahn 250
- Create and provide personalized donor and volunteer acknowledgment and recognition
- Create program and event work plans
- Supports Easter Seals Nova Scotia's multi-platform, multi-media and social media communications and marketing programs as needed
- Act as a resource for third party fundraising opportunities
- Perform other duties as assigned

Qualifications

- Post-secondary education in business, marketing, communications, or equivalent experience
- Ability to manage deadlines and multiple projects simultaneously
- Ability to think and act strategically, to work independently in creating new program initiatives or enhancing existing ones
- Very strong organizational skills
- Strong oral and written communication skills

- Experience in major gifts, fundraising events, and planned giving is an asset
- Comfortable with and proficiency with research and idea generation
- Ability to work collaboratively and effectively with clients, volunteers, donors, and staff
- Knowledge of and experience with fundraising software, such as Raiser's Edge, is an asset
- Strong working knowledge of software programs such as Microsoft Office, Photoshop, WordPress
- Social media experience with Facebook, Twitter and Instagram
- Must possess a valid Nova Scotia driver's license

Compensation Type Salary is commensurate with experience. A benefits package is included.

Job Type Full-time, permanent

Closing Date March 27, 2018

Please send a resume and cover letter expressing your interest in this position and relevant skills and abilities to Director of Development via email to: easterseals@easterseals.ns.ca. Thank you to all applicants for your interest in Easter Seals Nova Scotia However, only those selected for an interview will be contacted.