



Position: Development and Fundraising Specialist

Reports to: Executive Director

Status: Contract

Hours: Up to 24 hours per week, as needed

Salary: Commensurate with experience and other qualifications

Organization

TEAD is a not-for-profit therapeutic riding centre located in Mount Hope, Ontario. The organization is dedicated to enhancing the quality of life for children and adults with any physical, cognitive or emotional challenges through a unique form of proven therapy using horses. TEAD's year-round programming is supported by a dedicated and highly motivated team of instructors and volunteers who share a passion for providing the highest quality of care and rehabilitation for over 120 riders and their families.

Job Description

TEAD is seeking a reliable, highly efficient and motivated Fundraising and Development Specialist. Reporting to the Executive Director, the successful candidate will be responsible to grow the donor revenue of the organization and associated programs by expanding the funder composition, broadening the funder base, designing, and implementing formal fundraising plans, and other fund development projects to help TEAD build sustainability for the future.

Responsibilities

1. Oversight and leadership of high-level giving or fundraising efforts as Chair of Development Committee
 - Develop and implement a long-term fund development plan that will identify new sources of revenue, broaden the funder base, develop, and implement digital fundraising campaigns, and develop resources, fundraising tools (e.g., Case for Support). The plan must include defined action steps, a realistic timeline, and clear goals
 - Prepare budgets and metrics related to the fund development plan
 - Plan and execute fundraising events and campaigns, with specific actions, metrics and timelines

2. Cultivation of donors:
 - Develop a portfolio of major gift prospects/donors to ensure appropriate acquisition, cultivation, and stewardship of all prospects
 - Ongoing updating and maintenance of TEAD Donor Management System

3. Retention of donors:
 - Establish, maintain, and foster ongoing relationships with donors and the community
 - Implement best practices in gift processing, data management, and donor communications
 - Provide customer service for donors as a primary point of contact

4. Recognition of donors:
 - Ongoing written or verbal communication, as appropriate
 - Upkeep of the TEAD donor recognition wall

5. Monthly progress reporting to Executive Directors and Board of Directors

Qualifications

- A minimum of a bachelor's degree in a related field
- CFRE accreditation is preferred, but not required
- 3+ years of professional experience including business management, corporate sponsorships, fundraising, and proven experience in managing all aspects of fund development
- Proven and consistent track record of meeting revenue development goals
- Experience in developing and maintaining professional, productive working relationships with Board members, donors, volunteers, and community stakeholders
- Knowledge of communications/marketing, social media, public relations, and advertising as it relates to fund development
- Strong experience with information systems (donor databases, CRM systems)
- Proficiency in Microsoft Office suite (Excel, Word, Powerpoint, etc.)
- Excellent organizational skills, and ability to prioritize duties and multi-task
- A confident communicator, with excellent verbal and written skills
- Able to work independently and cooperatively in a team environment

TEAD is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.

Please note that all successful candidates must provide a satisfactory vulnerable sector police records check and a minimum of 2 references prior to the commencement of employment.