



**OUR VISION: COMMUNITIES WHERE ALL CHILDREN, YOUTH, ADULTS AND FAMILIES EXPERIENCE MENTAL WELLNESS, FINANCIAL STABILITY, AND A SAFE PLACE TO LIVE.**

To better serve the diverse needs of our community, Lutherwood is committed to creating an anti-racist, anti-oppressive environment where leaders, staff, clients, residents, and community members are represented across the agency. Representation, celebration and ally ship for all ethnicities, races, sexual/gender identities, cultural backgrounds, abilities, and beliefs, are valued at Lutherwood.

**There is one full time permanent **Development Officer** position available starting February 6, 2023, working 37.5 hours per week.**

## **YOUR ROLE:**

- As part of the Foundation Development team this position is responsible for raising financial resources and awareness to support Children's Mental Health programs at Lutherwood.
- Focuses on all aspects of fund development which includes building relationships and securing donations with a community of donors.
- Embraces a Relationship Based Strengths Approach to philanthropy.
- Delivers strategic communication and stewardship for donors.
- Responsible for the planning, implementation, development, and evaluating/reporting of the annual giving programs, achieving a specific fundraising target (300-500K) as part of the overall revenue goal.
- This position also provides leadership for specific fundraising activities or events that contribute to the overall success of the development team.

## **YOUR TALENTS AND EXPERIENCE:**

- Minimum of three years' experience in a fundraising, communications or marketing position.
- Excellent written and verbal communication.
- High level of interpersonal skills, able to persuade groups or individuals while building long lasting relationships with the organization.
- Comprehensive knowledge of fundraising best practices and guidelines.
- Ability to develop smooth and constructive relationships with donors, volunteers, and other stakeholders.
- Superior computer literacy.
- Proficiency in Donor Perfect is preferred.
- Ability to handle confidential materials and situations with professionalism, sensitivity and discretion.
- Ability to take initiative, and to lead and work in a team environment.
- Willingness and ability to occasionally travel locally and regionally.
- Willingness to occasionally work evenings and weekends.
- Membership in a professional organization an asset, but not required.
- A university degree or professional designation.
- Valid G class drivers' license and access to a reliable vehicle are required.



## WHAT'S IN IT FOR YOU?

- Rate of Pay:
  - At Lutherwood all salaries are categorized under a series of "bands" determined during our job evaluation process. When determining rate of pay for external hires, a candidates past related experience will be taken into consideration along with where others with similar experience currently fall within the band.
  - **Note:** most new team members will start at the starting salary.
- **Job Band I (hourly wages): Min - \$30.18, Mid - \$32.74, Max - \$37.17**
- Eligible for Lutherwood's Benefits plan after 3 months of employment
- Eligible for Lutherwood's Pension plan after 6 months of employment
- Voluntary Group RRSP and TFSA options available
- 3 weeks of paid vacation (accumulated bi-weekly) + 15 hours of personal time per year
- Paid sick-time (accumulated monthly) to a maximum of 300 hours
- Access to our Employee and Family Assistance Program (no cost)
- Discounted GRT passes through membership with TravelWise

If you are customer-focused, results-driven and share our values and antiracism commitment, we want you to grow with us. **Please Submit resume, in confidence, no later than 4 pm on February 03, 2023, to:**

**Human Resources**  
141 Father David Bauer Drive  
Waterloo, ON N2L 6N9

Email: [hr@lutherwood.ca](mailto:hr@lutherwood.ca)  
(Include job title in subject line)

***This is an Internal and External posting.***

Lutherwood requires all employees to obtain a Police Vulnerable Sector Check prior to commencing employment. We require certain positions to obtain a Medical Certification.

As part of our commitment to the health and safety of our clients, staff and community from COVID-19, subject to any accommodation required by applicable human rights legislation, Lutherwood requires new employees to provide proof of full COVID-19 Vaccination approved by Health Canada.

If you require accommodation for submitting your application, please contact the Human Resources department at [hr@lutherwood.ca](mailto:hr@lutherwood.ca) or by calling **519-707-1958 ext. 1190.**