



## **Philanthropy & Donor Relations Officer**

*Full-time position*

Do you have an entrepreneurial spirit for building sophisticated donor engagement programs? Are you interested in working for an award-winning charitable organization that generates positive changes in vulnerable school communities? Do you enjoy collaborating with a dedicated team with a passion for health and wellness? If yes, then join our team as our Philanthropy & Donor Relations Officer.

The Philanthropy & Donor Relations Officer will report to the Executive Director and serve as a key leadership team member and active participant in making strategic development decisions affecting APPLE Schools. In this role, you will be responsible for planning, organizing, and directing all of APPLE Schools' fundraising and development activities, including the major gifts program, annual fund, and participating in communication strategies to reach potential donors.

APPLE Schools is a portfolio venture with LEAP | Pecaut Centre for Social Impact, a leader in venture philanthropy and is poised for significant growth over the next three to five years. As part of this partnership, this candidate will receive fundraising mentorship from LEAP staff and Offord Group.

### **Role:**

#### *Strategy and Planning*

- Lead, develop, and implement a strategic comprehensive fundraising program which includes major gifts, corporate sponsorship, foundation and grant support, legacy giving, stewardship and events.
- Develop and implement a comprehensive plan for identifying, cultivating, and stewarding prospects and donors in support of APPLE Schools priorities.
- Work directly with APPLE Schools Executive Director, board of directors, and project team members, to manage a portfolio of major gift donors and develop strategies for growth in sustainable funding.
- Work with the board directors to assist in facilitating a revenue development sub-committee.
- Establish performance metrics, evaluating and monitoring the success of fundraising strategies.
- Prepare and manage a cost-effective budget related to the fund development activity.
- Prepare and manage reporting related to donor communications and updates.

#### *Development and Fundraising*

- Prospect, initiate, develop and maintain relationships with key donors, stakeholders, and partners.
- Lead the organization in the development of a case for support.
- Collaborate with the APPLE Schools communication specialist, implementation team, researchers and/or board directors to write and deliver tailored grants and applications to solicit foundations, corporations, government and individuals.
- Lead the development of new fundraising programs which include, but are not limited to: digital acquisition, annual individual giving, planned giving, direct mail, and third party events.
- Update and maintain the APPLE Schools fundraising tracker for the purposes of moves management, donations management, donor recognition, and acknowledgement programs.
- Develop and implement an effective stewardship, recognition, and communications program for donors.

- Lead the reporting requirements for grants, donors, and all fund development activity.

**Qualifications:**

- University or college degree or related experience in sales, marketing, fund raising, business development or corporate account management.
- A minimum of three years' experience with a proven track record of meeting or exceeding annual revenue targets.
- Demonstrated experience working with donors across Canada is preferred.
- Demonstrated success in soliciting multi-year gifts of \$10K+.
- Strong proposal writing skills appealing to donors' interests.
- Ability to work independently and collaboratively in a dynamic team environment.
- Strong organizational skills to determine work priorities and manage multiple projects in a fast paced work environment.
- Out-of-the-box thinker; creative and able to bring fresh strategies and ideas to fruition.
- Ability to effectively and passionately communicate with a wide variety of audiences.
- Understanding and experience of best practices in operating and meeting the statutory and regulatory obligations of a registered charity.
- Experience with donor database tools such as Salesforce, Raiser's Edge an asset.
- CFRE an asset.
- Values health promotion and has interest in comprehensive school health.
- Valid driver's license and ability to travel.

**Location:** Must work remotely, but be able to travel post COVID-19.

The APPLE Schools Foundation is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified applicants. Diversity at APPLE Schools means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths

## **Application Process**

Please submit a cover letter (include salary expectation) and resume. Include examples that demonstrate success in donor relations, and three references.

Compensation will be commensurate with experience and includes a benefit package. We thank all candidates for their interest in APPLE Schools as an employer but only candidates invited to an interview will be contacted.

Applications will be accepted until **March 19, 2021**. Send your application to [Nicole.deschner@appleschools.ca](mailto:Nicole.deschner@appleschools.ca).

For more information about APPLE Schools, please visit our website at [www.appleschools.ca](http://www.appleschools.ca) or connect with us on [Facebook](#), [Instagram](#), [LinkedIn](#) and [Twitter](#).