

## ***We are hiring a Fund Development Officer!***

***The Reh-Fit Centre is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment. As a certified medical fitness facility, the Reh-Fit holds the distinction of being Canada's first certified medical fitness facility providing fitness, education, and other services with a focus on prevention, rehabilitation, and management of illness. Both the Reh-Fit Centre and Reh-Fit Foundation are accredited through Imagine Canada.***

### **The opportunity:**

Reporting to the CEO, this full-time position is responsible for raising funds for the Reh-Fit. This role involves developing fund development strategy and associated processes and administration; developing and implementing donor recognition and stewardship strategies; identifying and sourcing sponsorship opportunities and developing proposals; identifying and completing grant applications; coordinating communications and marketing for fund development activities; and providing support to the Reh-Fit Foundation Board and Committee volunteers. The Fund Development Officer represents the vision of the Centre, demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

### **Key responsibilities:**

- Oversees the overall growth strategy, developing fund development plans, as well as having direct hands-on involvement in all donor and fundraising programs and activities.
- Initiates development activities including meetings with prospective donors and stewards meaningful relationships with them.
- Creates compelling material for donor cultivation and annual giving, planned giving program, direct mail, and donor events working closely with internal staff and outside contractors.
- Researches and compiles grant applications.
- Ensures donors receive professional and timely information regarding the impact of their philanthropy.
- Oversees all fundraising activities including events.
- Maintains Imagine Canada standards.

### **The ideal candidate will possess:**

- Completion of an undergraduate degree in a related field or related business experience.
- Completion of fund development education and/or training programs.
- Minimum of three to five years' experience in fundraising.
- Proven experience in prospect development, donor management, and stewardship.
- Demonstrated ability to develop and implement successful fundraising programs.
- Proficient at developing strategic plans, writing proposals, and conducting research.
- Strong computer skills and demonstrated proficiency in using donor database to identify and cultivate donors.
- Skilled at expense budget management and meeting revenue targets.
- Keen ability to prioritize and work well under pressure to meet deadlines.
- Experience leveraging the skills of volunteer boards and committees.
- Strong organizational, relationship management, communication, and event planning and implementation skills.
- Ability to work occasional evenings and weekends.

**What we offer:**

- Competitive salary based on experience.
- Comprehensive Health, Dental, Vision, and Employee Assistance Plans.
- Group Registered Retirement Plan with employer matching contribution.
- Paid sick leave and long-term disability plan.
- Free designated parking with electrical plugs
- Full use of facilities at no cost and family membership discounts.
- Supportive and wellness-focused staff amenities.

**How to apply:**

If you are interested in learning more about this exciting opportunity, please forward your resume, cover letter, and salary expectations to [hr@reh-fit.com](mailto:hr@reh-fit.com).

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Telephone screening of qualified candidates will be scheduled as resumes are received.*