



Development Officer
Full time (1FTE) 37.5 hours/week

The Pediatric Oncology Group of Ontario (POGO) is a collaboration of hospitals and providers who care for children with malignant disease in the province of Ontario. Initiated in 1983, POGO is the source of advice on childhood cancer control to the Ontario Ministry of Health and Long-Term Care. POGO is a not-for-profit organization committed to improving outcomes for children with cancer and ensuring an optimal quality of life for the children, their families and the survivors.

Reporting to POGO’s Chief Development Officer (CDO), the Development Officer (DO) will work in collaboration with the fundraising team to develop and execute strategic plans for the corporate fundraising portfolios. The DO position is accountable for raising funds as set out in the annual budgets and work in alignment with the 5-year strategic plan. The DO will at all times exemplify and model behaviours congruent with POGO’s values; respect, integrity, compassion and excellence. The DO will contribute as a leader in building POGO’s fundraising “centre of excellence”.

Position Status:	Permanent, full-time (37.5 hours per week)
Employer:	Pediatric Oncology Group of Ontario (POGO)
Available:	Immediately
Responsibilities:	<ul style="list-style-type: none"> • Working with Chief Development Officer to develop and execute portfolio strategic plans focusing on revenue generation • Build community relationships across Ontario with internal/external stakeholders to build POGO’s brand and business • Identify opportunities for operational efficiencies/cost savings • Working with communications/stewardship to develop comprehensive strategies to move donors and prospects through the donor lifecycle and migrate where appropriate along donor continuum • Working within protocols and procedures to maintain and grow donor database (Raiser’s Edge) • Engage with prospects and donors in a donor-centric model of stewardship • Remain current and comply with all CRA fundraising/tax receipting rules and regulations • With the CDO, develop a long-term professional development plan and continually pursue opportunities • Function as a subject matter expert (SME) for POGO and a sector leader in the not-for-profit landscape • Attend events as a POGO representative • Exemplify at all times the POGO brand and values
Skills and Qualifications:	<ul style="list-style-type: none"> • MS Office skills including Word, Excel, PowerPoint and Outlook • A proven track record in securing gifts, developing third-party fundraising programs, and managing relationships with corporate partners • Proven program management abilities with the demonstrated ability to drive and achieve financial targets • Excellent oral, written and interpersonal skills, including demonstrated ability to develop and present strong cases for support • Understanding of corporate employee environments is an asset • Superior organizational skills, and an ability to meet deadlines • Strong team player with the ability to work independently and with minimal supervision • Possess strong technical skills including experience with fundraising database applications (knowledge of Raiser’s Edge is an asset), and ability to use and analyze data



	<ul style="list-style-type: none">• Willingness to work outside of regular business hours and travel as necessary• Valid driver's license and access to a vehicle
Education:	<ul style="list-style-type: none">• University degree and/or community college diploma in fundraising or equivalent experience.
Experience:	<ul style="list-style-type: none">• 3+ years event fundraising experience in a charitable organization
Deadline for Application:	May 2, 2017
Application Details:	Interested candidates are invited to submit a resume and cover letter (<i>as one attachment</i>) to the attention of Madeline Riehl at hr@pogo.ca
Benefits:	<ul style="list-style-type: none">• Small but dynamic team that provides opportunity for growth in a supportive and collaborative setting• Bright, modern office and work environment• Eligible to participate in POGO's group benefit plan• Vacation time of 15 working days per year• Access to gym facilities• Direct subway access