



Development Officer

We are looking for a fundraiser extraordinaire to join us! The Development Officer is a key position on our development team, raising funds to help us deliver on our mission to achieve an exceptional childhood cancer care system in Ontario. This role is perfect for a self-starting relationship-builder with fundraising experience, stellar communication skills and a commitment to follow-through.

The Development Officer position is an 18-month contract (maternity coverage) position with the potential to extend.

Here's what you'll do:

Reporting to the Chief Development Officer, our Development Officer contributes to the fundraising efforts of our development team, enabling the organization to raise funds in excess of \$2 million required to support POGO program needs. You will oversee a diverse and balanced portfolio of donors and prospects, including individuals, corporations and foundations.

The Development Officer will develop and deepen meaningful relationships with new and engaged donors at the \$5,000-\$25,000 level, contributing to the growth and sustainability of our annual fund. Working closely with program leads, you will have a solid understanding of the breadth and scope of POGO programs and an ability to match donor giving preferences to organizational needs and opportunities.

Key responsibilities

Maintain a personal pipeline of individual, corporate and foundation donors ranging from \$5k-\$25k to contribute to individual and overall revenue targets;

- Develop and execute strategic plans focusing on revenue generation, in line with organizational priorities and fiscal budget;
- Proactively expand donor portfolio through prospect research, outreach and cultivation efforts;
- Track financial progress towards annual goals, self-start necessary action to meet and/or exceed revenue targets;
- Contribute to the growth and retention of a robust corporate partnership, sponsorship and cause marketing portfolio;
- Identify and implement strategic and thoughtful stewardship activities;
- Support the Chief Development Officer in the identification, cultivation, solicitation and stewardship of major donors;
- Working with the Marketing and Communications team, develop compelling donor impact

reports and other donor-facing communications;

- Maintain exceptional donor records, including briefing notes and call reports;
- Represent the organization at fundraising events and cheque presentations;
- Complete additional tasks and projects as assigned.

Here's what you'll need to be successful:

- A University Degree or College Diploma in a related field.
- Five-seven years' experience in the non-profit sector in a fundraising role, preferably in a healthcare setting.
- Demonstrated success in securing gifts and/or contributing to overall revenue targets.
- Independent and entrepreneurial team player.
- Superior written and oral communication and presentation skills.
- Ability to excel in a fast-paced environment while managing multiple priorities.
- Proficiency with CRM databases and Microsoft Office
- Flexible schedule is required to accommodate weekend and evening events.
- Light interprovincial travel is required.

About POGO:

POGO partners to achieve an excellent childhood cancer care system for children, youth, their families, survivors, and healthcare teams in Ontario and beyond. POGO champions childhood cancer care, and as the collective voice of this community, is the official advisor to Ontario's Ministry of Health on children's cancer control and treatment. POGO is a non-profit organization with charitable status.

POGO is a great place to grow your career and support the advancement of the childhood cancer system in Ontario. We offer a highly flexible work environment, great benefits and an inclusive team culture that values your contributions.

What we offer:

POGO is a great place to grow your career and support the advancement of the childhood cancer system in Ontario. We offer a highly flexible work environment, good benefits and a generous, inclusive team culture that values your contributions.

- Hybrid work model (candidates are required to work from our Toronto office for 2+ days/week)
- A competitive compensation package including comprehensive health benefits
- 3 weeks of paid vacation time

Interested in being a part of POGO? We want to hear from you!

We believe diverse perspectives strengthen our ability to deliver on our mission, and that to achieve our vision of excellence requires an environment in which everyone feels welcomed and valued, including our team, and those we serve and with whom we work.

POGO is committed to meeting the accessibility needs of all applicants throughout the recruiting and selection process. Please let us know about any accommodation and/or support requirements.

For more information visit:

- www.pogo.ca
- Facebook/LinkedIn: @PediatricOncologyGroupofOntario (POGO)
- Twitter/Instagram: @pogo4kids

How to Apply:

Interested applicants are invited to submit a cover letter and resume (both required) as one attachment to hr@pogo.ca

Please note we are only accepting applications from those authorized to work in Canada and we are not currently sponsoring any work visas.

We gratefully appreciate all interest; however, only those selected for an interview will be contacted