



**Position:** Development Officer

**Location:** Toronto, ON (Hybrid)

**Employment Type:** New, Full-Time Permanent position

**Salary Range:** \$65,000 - \$75,000 / year + HOOPP

We are looking for a fundraiser extraordinaire to join us! The Development Officer is a key position on our 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.

With fundraising revenue on the rise and donor engagement helping to expand the reach and impact of our work, this new permanent Development Officer position joins a high-caliber development team at an exciting moment of momentum and growth.

**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, great benefits and a generous, inclusive team culture that values your contributions.

- Hybrid work model (candidates are required to work from our Toronto office 2+ days/week)
- A competitive compensation package including comprehensive health benefits
- 3 weeks of paid vacation time
- Participation in a defined benefit pension plan with Healthcare of Ontario Pension Plan (HOOPP)

**Here's what you'll do:**

Reporting to the Chief Development Officer, our Development Officer contributes to our fundraising efforts, enabling the organization to raise \$2 million+ required to support POGO programs and priorities. This candidate will oversee a diverse and balanced portfolio of donors and prospects, including individuals, corporations and foundations ranging from the \$5,000-\$50,000 level. Working closely with program leads, they 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-\$50k 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;
- 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;
- Represent the organization at fundraising events and cheque presentations;
- Maintain exceptional donor records, including briefing notes and call reports;
- 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.
- 4-5 years' experience in a fundraising role, preferably in a health-related 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.
- Proficiency with CRM databases and Microsoft Office.
- Flexible schedule is required to accommodate weekend and evening events.
- Light intra-provincial 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.

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

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. Note, only those candidates selected for an interview will be contacted.

POGO is working in partnership with HR à la carte for our recruitment efforts.

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

Use of AI in Hiring: We may use AI-assisted tools to enhance the efficiency of the recruitment process for our clients. However, all applications are reviewed by human recruiters and all hiring decisions are made by human decision-makers.