

# **Family Centre**

Is seeking a

## **Development Officer**

**Summary of Position:** The Development Officer is primarily responsible for the oversight of a fund development strategy to be built in partnership with the Executive Director and the Fund Development Committee. The Development Officer will also serve as assistant to the Executive Director on all administrative management responsibilities. This is a full-time position.

**Qualifications:** A Bachelor's degree in a related field; fund development or philanthropy experience with strong reporting and communication skills, or at least five years of experience in a project management role with a proven record of developing professional business relationships. Must have knowledge of Windows applications, and knowledge of Event Planning software is a plus. Strong networking skills are essential.

### **Major Duties and Responsibilities**

#### **DUTIES:**

##### Donor Development

- Coordinate and direct the implementation and tracking of all fund development strategies
- Maintain a schedule of regular communications with donors
- Oversight of the maintenance of the database of donors and related activities
- Supervision of Fund Development Assistant and Volunteer Coordinator to support all related activities

##### Events Management

- Oversight of all leads on event plan execution, including supervision of events management vendors to ensure that events are implemented successfully and reported on as planned
- Coordinate the administrative elements of event management, including the coordination of demands for participation from internal staff and FC Board members

##### Marketing

- Serve as liaison with consultant and Board Marketing sub-committee Chair

##### Administrative Duties

- Provide supportive project management of all ED projects

**Please respond by sending a letter of interest, resume, and 3 professional references  
by June 1st via e-mail to [martha@tfc.prevention.bm](mailto:martha@tfc.prevention.bm)  
or by fax to Executive Director, 441-236-0607**