



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Development Officer

(Permanent, Full-time, based in Toronto)

Reporting to the Development Manager, the Development Officer works within the Major Donor team to identify, cultivate and support donor relationships to meet the fiscal revenue goals in a manner consistent with UNICEF Canada's mission and vision.

Using a strong marketing/sales background, this role will prospect and cultivate new partnerships and/or build on existing relationships to grow revenues in existing and new channels. This role is personally responsible for revenue generation of \$750k while contributing to the overall team goal of \$3M+.

The responsibilities of the position will include (but not limited to):

Revenue Generation & Partner Cultivation (70%)

- Prospect and cultivate relationships with major donors and provide stewardship to existing relationships.
- Support development pipeline and activation of prospecting and moves management to meet forecasting activities annually and in long-term planning.
- Manage and maintain strong relationships with major donors, encouraging increased fundraising during campaigns, and additional fundraising during emergencies.
- Support organization-wide stewardship and fundraising events looking for opportunities to increase fundraising targets and encourage an ongoing commitment to UNICEF through stewardship.
- Actively attend events or activities to build on networking opportunities for prospecting and cultivation.
- Collaborate with other fundraising channels to execute strategies for revenue generation focused on fundraising team's priorities.

Program Management (15%)

- Develop and execute Major Donor campaigns or communication plans that support cultivation and stewardship strategies (i.e. media launches, communication campaigns, field travel, receptions).
- As needed, monitor and support activities of development team interns and volunteers.
- Develop appropriate content and collateral for Major Donor campaigns (i.e. solicitation letters/emails).
- Implement stewardship tools/approaches to ensure partners are engaged with UNICEF on an ongoing basis.

Operational management (15%)

- Contribute to the development and implementation of annual operating plans, collaborating with Directors and program managers on annual budgets and program review.
- Monitor variances and take corrective actions to meet annual revenue/expense targets
- Track all fundraising activities using Raiser's Edge.
- Work with internal teams to ensure fundraising activities align with operational requirements for receipting and tracking.
- Ensure all documentation regarding expenses, legal agreements/ contracts & donor documentation are up to date and accurate.
- Complete annual goal setting and performance review planning ensuring alignment to organizational goals and expectations.

The ideal candidate will have:

- A university degree or college diploma with a focus in fundraising, marketing, sales or other applicable disciplines.
- A minimum of 3 years relevant work experience in fundraising, marketing, event planning or sales in either the corporate and/or not for profit sectors.
- The ability to work in a fast paced environment, prioritize and multi-task.
- Proven experience working with stakeholders at all levels, demonstrates strong customer service skills, sound judgement and risk management.
- The ability to think strategically and work independently in driving new initiatives or enhancing existing programs.
- The ability to build new and long-term relationships with prospects, donors and volunteers.
- The ability to lead people, teams, projects and meetings when required.
- Experience with Raiser's Edge or relational databases (an asset).
- A valid driver's license and access to vehicle.
- The flexibility to travel and occasionally work evenings and weekends.

For consideration, please submit your resume and cover letter to careers@unicef.ca by **Tuesday, January 21, 2014**. Please attach your cover letter and resume as one document, and reference the title of the position clearly in the subject heading.