

Impact Starts at [UNICEF Canada](#)

JOIN OUR TEAM AS SENIOR OFFICER, DEVELOPMENT

Are you a strategic communicator and project manager with a passion for donor engagement and impact-driven storytelling?

Join **UNICEF Canada** – one of Canada’s most respected and historic charities – and **be part of a high-impact, mission-driven team** working across Canada and globally to create a better world for children.

We are seeking a talented individual for the role of **Senior Officer, Development**.

Position Details

Position Title	Senior Officer, Development
Employment Type:	Full-time, Permanent (Vacant)
Reports to:	Vice President, Development
Direct Reports:	N/A
Salary Range:	\$53,000 to \$60,000 per year annually with benefits and 3 weeks paid vacation
Work Location:	Toronto
Work Environment:	UNICEF Canada currently operates under a Flexible-Hybrid model that requires team members to attend the office at least 2 days/week (Tuesday & Wednesday)

**Why
UNICEF &
UNICEF
Canada?**

UNICEF is the world’s most powerful force for children. Across 190 countries and territories, and in the world’s toughest places, we provide and advocate for education, health and nutrition services. Protect children from violence and abuse. Bring clean water and sanitation to those in need. Keep them safe from climate change and disease. Serve as the world’s largest provider of vaccines. Before, during and after emergencies, we’re on the ground with life-saving help and hope. The needs of children around the world continue to increase and the role of UNICEF is more important than ever.

UNICEF Canada is one of 32 National Committees (NatComms) located in high-income countries around the world. Our team exists to fundraise for UNICEF’s highest priorities and to work neutrally with governments and the private sector in Canada and internationally to advance the rights and well-being of children and youth.

As UNICEF Canada prepares to launch a bold new Strategic Plan in 2026, be part of this next phase of impact!

The Opportunity

The Senior Officer, Development works as an integral member of the high value (HV) team to lead the behind-the-scenes development and project management of donor engagement, communications and operational activities in support of the Development teams' objectives, in a manner consistent with UNICEF Canada's mission and vision.

This role reports to the VP of Development, and will primarily be focused on content creation, cultivation and donor engagement activities and operations elements that support the engagement of high value donors, partners, and prospects. The role operates cross-functionally in identifying opportunities to cultivate high-value partnerships and relationships and ensuring the proper tracking and analysis in support of growing a meaningful HV engagement program.

Key Accountabilities

Donor Communications (50%)

- Collaborate cross-functionally to support the Development team's high value donor communications, including content development and customization, contributing to the achievement of annual goals and the multi-year strategic plan.
- Support the execution of digital and print communications for major gifts, high-value, and transformational donors and prospects by:
 - Creating customized presentation decks and donor proposals (25–35 annually), including tailored cultivation tools for outreach to major, community, and corporate donors.
 - Writing and designing donor proposals and drafting MOUs/Gift Agreements that incorporate recognition and stewardship elements, in collaboration with the Officer, Stewardship Communications and other internal teams.
 - Sourcing and sharing relevant content, situational updates, and donor communications resources to support solicitation and cultivation efforts across diverse audiences.
 - Initiating emergency donor communications within 24 hours of onset for HV team distribution, including compiling lists of relevant donors and prospects.
 - Proactively identifying communications opportunities—such as social media posts, press releases, stories, and videos—that align with fundraising initiatives and organizational priorities on a monthly, quarterly, and annual basis.
 - Ensuring all custom proposals are reviewed and approved by International Programs, Marketing, and the VP for alignment with stewardship grid options and deliverables.
- Maintain deep and current knowledge of UNICEF's work, leadership, and content resources—both in Canada and globally—as well as industry best practices in donor communications and cultivation, with a focus on identifying strategic opportunities to engage supporter audiences.
- Conduct bi-annual reviews of fundraising opportunities and external communications on UNICEF Canada's webpages to ensure relevance and resonance for high-value audiences.

Donor Cultivation and Engagement (30%)

- Conduct thank-you and discovery calls with unassigned donors and prospects, in coordination with Development team members.
- Support the cultivation of high-value (HV) prospects and major donor pipeline development through personalized communications via phone, email, video messaging, and other channels.
- Lead the implementation of interactive year-end reporting and solicitation planning, including the creation of personalized video messages for HV donors.
- Plan and execute 3–5 donor engagement events annually across Canadian markets.
- Manage donor event communications including invitations, surveys, reminders, and follow-ups to donors and prospects.
- Coordinate and attend virtual and in-person donor experiences for HV donors as needed.

- Represent UNICEF Canada in the development and distribution of virtual donor experiences, providing regular updates to the HV team and gathering input for planning.
- Support the testing and optimization of digital tools and platforms to deepen engagement and strengthen relationships with HV donors and prospects.

Project Management and Administration (20%)

- Develop and manage project plans, workback schedules, and tracking tools to ensure timely delivery of cultivation activities – e.g., maintaining a calendar of in-person and digital engagements and sending outreach reminders.
- Lead coordination with Communications and International Programs teams for HV content requests and deliverables.
- Foster strong relationships with relationship managers and cross-functional partners to facilitate timely creation and delivery of cultivation materials.
- Ensure global uploads of group donor communications, including impact reports, emergency outreach emails, and communications targeting more than 10 constituents.
- Manage the Events module in Raiser's Edge (RE) for major gifts, corporate, and community cultivation events—creating events, adding invitees, and tracking attendance.
- Generate donor lists for emergency donation requests for Major Gifts, Community, and Corporate teams, and ensure global uploads as needed.
- Prepare briefing notes and short bios for HV and Executive team donor meetings to support cultivation efforts.

Qualifications

- Post-secondary degree, diploma, or equivalent experience in communications, fundraising, or a related discipline.
- Minimum of three (3) years of relevant work experience.
- Results-driven and highly organized, with the ability to prioritize, multitask, and thrive in a fast-paced environment.
- Strong collaboration skills with proven ability to coordinate complex projects across teams; demonstrates sound judgment, customer service orientation, and risk awareness.
- Strong understanding of donor motivations and industry best practices, with a supporter-centric approach to engagement.
- Exceptional verbal and written communication skills.
- Proficient in Microsoft Office 365 and SharePoint, and experienced with CRM platforms such as Raiser's Edge/NXT or similar databases.
- Experience with design tools like InDesign or related creative software (an asset).
- Bilingual in English and French (an asset).
- Willingness to travel for in-person events and flexibility to work occasional evenings or weekends to support donor engagement and organizational needs.
- Knowledge of and alignment with UNICEF's mission and values.

An Employer of Choice: What We Offer

UNICEF Canada is where **diverse talent & passion** come together to create **extraordinary impact** for every child. We are committed to being an employer of choice and building a culture that is inclusive, ambitious, compassionate, and high impact.

Members of the UNICEF Canada team have access to the following employee benefits:

A ROBUST COMPENSATION PACKAGE	✓ Extended Health/Dental benefits, Healthcare Spending Account, and Wellness Account ✓ Life, AD&D, & Long-Term disability insurance coverage ✓ Employer match contributions (5%) to a Group Pension Plan ✓ Access to parental leave top-up
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A COMMITMENT TO WELLNESS	✓ Fixed hybrid work environment to balance connection and collaboration with the work-life integration needs of our team ✓ Minimum 3 weeks of annual vacation (increases with time served) & 1 additional day per year of service (max 30) ✓ 10 paid sick days & 2 personal days ✓ 9 to 11 employee wellness days – an additional series of pre-set days off, given annually to further extend long weekends ✓ Discounted rate for a GoodLife gym membership ✓ Access to an Employee and Family Assistance Program
A CULTURE OF LEARNING & GROWTH	✓ Access to a comprehensive global learning platform with over 1600 courses, webinars & resources ✓ Internal leadership development, training, & mentorship programs that integrate Anti-Racism and diversity, equity and inclusion principles ✓ Opportunities to access both local & global stretch assignments
AN INCLUSIVE & PURPOSE-DRIVEN WORKPLACE	✓ Centrally located head office in mid-town Toronto with satellite offices in Calgary & Montreal ✓ Easily accessed by public transit and a short walk from several parking locations ✓ Inclusive & accessible co-working and meeting spaces designed to foster purpose at every turn and accommodate the diverse needs of employees
A CHANCE TO DO MEANINGFUL & LIFE-CHANGING WORK	✓ Under the leadership of a dynamic, accomplished, and experienced executive leadership team, you'll be part of a diverse & talented Canada team committed to creating meaningful impact while fostering an inclusive and supportive work environment. ✓ You'll join a global UNICEF family with a shared commitment to impact the lives of children

Our Commitment to Inclusive Workplaces & Recruitment

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion and accessibility. Requests for accommodation can be made at any stage of the recruitment process.

At UNICEF Canada, we believe strongly in personal connections and our hiring process is entirely human-driven. We do not use AI or automated systems to review applications or conduct interviews. Each candidate is evaluated by our experienced team to ensure a fair and thoughtful hiring experience.

How to Apply

Please submit your resume and cover letter as one document to careers@unicef.ca by **11:59 PM EST on Friday, November 28, 2025**. Please include your salary expectations in your cover email and reference **Senior Officer, Development** in the subject heading.

UNICEF Canada thanks all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted. Consistent with our Child Safeguarding Policy, all successful candidates must receive clearance by a police background check (including a vulnerable sector screen).

