

## FUND DEVELOPMENT OFFICER

### RED DEER DREAM CENTRE SOCIETY PHILOSOPHY

The Red Deer Dream Centre Society is a faith-based recovery organization working to change the lives of those men suffering from addictions. Our holistic process of transformation helps individuals to escape the cycle of addiction so that individuals can lead healthier lives. We believe in a multi-phased process of recovery, one that will enable our clients to ultimately become productive and contributing members of society.

### OUR VISION AND MISSION

VISION: Every male has the opportunity to recover and live a life free from his addictions to alcohol and/or drugs.

MISSION: To provide recovery programs based on Christian values that allows our organization to support men physically, mentally, emotionally, and relationally so that they can achieve a life of freedom from addiction.

### POSITION SUMMARY – FUND DEVELOPMENT OFFICER

Reports to: Executive Director

As a member of the Dream Centre team, the Fund Development Officer will create, execute, and evaluate all fund development strategies with a donor-centric philosophy to ensure a diverse and sustainable revenue portfolio while supporting the mission and purpose of the Dream Centre.

The Fund Development Officer will:

- Develop and implement a strategic fundraising plan including budgets, goals, strategies and timelines.
- Develop and research an extensive prospect list for grants, foundations, and corporate and individual donors.
- Initiate and coordinate meetings with prospective donors, which may include key staff or Board members.
- Establish, build and maintain relationships with major donors and key stakeholders to increase retention and, where appropriate, increase levels of engagement.
- Maintain updated and accurate information/databases for all information related to fundraising activities, including existing and potential donors, grants, sponsors and all related outreach.
- Effectively steward all current contributors and supporters and cultivate new potential sponsors and donors.
- Collaborate with management and Board for strategy development.
- Construct, articulate and implement an annual strategic development plan.
- Implement a strategy, set priorities, manage multiple projects and work effectively under pressure to achieve individual and organizational goals as required.

- Attend third-party events as required for strategic development.
- Raise 10 x salary per year.