

## Development Officer, HRI (Permanent, Full-time)

Homewood Research Institute (HRI) invites applicants for the position of Development Officer (Permanent, Full-time).

### ABOUT HRI

HRI is an ambitious and growing national charity dedicated to research that transforms mental health and addiction services in Canada and around the world. Through strategic partnerships with Homewood Health and a vital growing network including some of the world's most influential scientists, clinicians and researchers, we are uniquely positioned to innovate, test new discoveries and accelerate the process that brings research into solutions for the real world. For more information, visit [hriresearch.com](http://hriresearch.com).

### POSITION OVERVIEW

The Development Officer is a key member of the HRI team, responsible to grow and align fund development activities with HRI's strategic priorities and development goals. The Development Officer develops, implements, maintains and evaluates strategies to generate revenue. Key responsibilities include fund development, relations management, stewardship, fund management and data integrity. The incumbent leads and administers the day-to-day activities and tasks related to HRI's fundraising and stewardship programs and processes. The incumbent is instrumental in supporting the ED in building external relations for major revenue development initiatives.

### KEY RESPONSIBILITIES

#### 1. Fund Development

- Assists in the development and implementation of a comprehensive plan to increase funding and heighten awareness of HRI
- Sets and achieves aspirational annual activity goals aligned with the priorities of HRI related to: strategic donor engagement; solicitations (current and planned gifts); engagement of HRI partners; and collaborative activities related to revenue generation across the organization
- Leads annual giving programs, including fundraising campaigns, and alternate funding streams (such as fundraising events) with a goal of increasing annual gifts and renewals
- Researches, assesses and develops new fundraising opportunities and initiatives
- Writes and/or assists in the development of proposals for individuals, foundations, corporate donors and others as required
- Contributes to the development of promotional materials and fundraising tools across multimedia platforms
- Stays current with not-for-profit philanthropic trends in the marketplace
- Plans and leads fundraising events, as required

## 2. Relations Management & Stewardship

- Manages and stewards relationships with potential, current, and past donors/partners, through initiatives including direct outreach, custom reporting, presentations, and other activities
- In partnership with the Executive Director, provides reports, engages and supports Board and other volunteers in fundraising activities
- Coordinates and oversees foundation and restricted donation reporting in conjunction with research teams
- Acknowledges donations and thanks donors in a timely manner

## 3. Fund Management and Data Integrity

- Manages the donor database and consistent contact data entry, organizational procedures, integrity of email list and segmentation, and donor data security
- Leads the donation processing procedures, tracking donations and accounts receivables
- Manages donation processing, data entry, and tax receipting for charitable donations
- Manages pledge payments, ensuring reminders are sent in a timely manner

## POSITION REQUIREMENTS

### Education and Experience

University degree with a minimum of 3-5 years' experience in revenue development for a not-for-profit organization

### Skills and Competencies

- Strong interpersonal skills with an ability to work independently and as part of a team
- Financial acumen and strong strategic thinker
- Excellent oral and written communication skills; proposal writing, public speaking, and presentations
- Knowledge of fundraising principles and practices; a keen interest in new and innovative ideas for research and pipeline management
- Demonstrates initiative, drive to achieve fundraising goals, creativity, effectiveness, and excellent organizational skills
- Highly proficient in Microsoft Office suite (Outlook, Word, Excel, PowerPoint) and donor management systems (e.g., Keela)
- Strong research abilities required to identify funding opportunities
- Demonstrates ability to interact effectively and manage relationships with a wide range of individuals (e.g., donors, researchers)
- Proven professionalism and tact in handling highly sensitive and confidential information
- Initiative to acquire new skills and remain current with new developments as required
- Attention to detail and high level of accuracy to ensure data integrity of donations, tax receipting and databases
- Commitment to HRI values of Anti-Oppression Equity and Inclusion and supports related organizational goals and activities

- English/French bilingual capacity would be considered a strong asset

### Anti-Oppression, Diversity and Inclusion Focus

At HRI, we strive to foster Anti-Oppression, Equity and Inclusion (AOEI), because we believe living these values is the most powerful platform for social change. We believe that people and organizations thrive when we embrace the richness of the human experience and invite all voices to contribute to a shared goal.

We are passionate about our vision: “No life held back or cut short by mental illness or addiction.” This vision encompasses everyone, including (but not limited to) First Nations, Métis, and Inuit, people with disabilities, people of all cultural, religious, racial, and ethnic backgrounds, people of all income and education levels, people of all ages, non-binary and gender-nonconforming people, women, and two-spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex and asexual (2SLGBTQIA) people.

As a research organization, we are working continuously to move AOEI values into action through our organizational culture, policies, and research activities.

### JOB LOCATION

This position offers temporary remote work arrangements due to the ongoing pandemic, however, regular work on-site, and travel to donor meetings will be required when work returns to normal.

### HOW TO APPLY

Please submit a resume and cover letter to the attention of Heather Froome, Director of Operations at [hfroome@hriresearch.com](mailto:hfroome@hriresearch.com). Please inform us if you require accommodations during the interview process. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**DEADLINE:** December 3, 2021