

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2025-209**

<b>POSITION TITLE:</b> Annual Fund Officer	
<b>DEPARTMENT:</b> Philanthropy & Communications	<b>STATUS:</b> Contract Full-Time, CUPE 7797
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> January 2026 until January 2027
<b>REPORT TO:</b> Director of Community Engagement and Major Gifts	<b>HOURLY RATE:</b> \$31.93
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Reporting to the Director of Community Engagement and Major Gifts, the Annual Fund Officer is responsible for implementing specific areas of the Annual Fund Campaign, including cultivation, solicitation and stewardship of gifts ranging from \$1,000 to \$25,000 for foundations, donor-advised funds, faith communities and service clubs. Working closely with program Managers/Directors, and the development team, the Annual Fund Officer will develop compelling letters of intent, proposals and program impact reports to donors/grantors. This position is part of **CUPE Local 7797**

### MAJOR DUTIES:

- Collaborate with specific Program Managers, Directors and their teams to develop and/or update proposals that demonstrate financial accountability, include clear measures, and set realistic, agreed-upon outputs and outcomes that reflect current programs for corporate, foundation and service club applications, as well as and follow-up reports
- Conduct comprehensive research to be responsive to the current fundraising environment with strong appeals.
- Coordinate their work plan with the overall development plan, setting targets for corporate and foundation giving (\$1,000 to \$25,000 gifts)
- Support 3 direct mail campaigns per annum including prospect and renewals, ensuring professional and the timely issuance of thank you letters and receipts.
- Cultivates and stewards' individual donors and prospects up to \$999, foundations up to \$25,000 ensuring appropriate and timely recognition and effective utilization of information management systems for 40-50% of annual development plan
- Work closely with the Director to identify and research - utilizing all available information - potential major (\$1,000+) and planned giving donors.
- Coordinate with the Donor-Volunteer Services and Database Analyst with respect to timely acknowledgements, receipting and annual reporting
- Work with volunteers, student placements and interns on specific projects
- Maintain up-to-date and complete donor files ensuring accurate tracking of all donor and grantor transactions in the database for auditing purposes and stewardship
- Assist with the planning and production of all stewardship and donor events as needed.

### REQUIREMENTS & QUALIFICATIONS:

- BA with post grad training in Fundraising Management, Marketing, Non-Profit Administration (or related) and a minimum of 3 years relevant fundraising experience, or equivalent combination of education and experience in annual campaign fundraising
- Excellent verbal and written communication skills and demonstrated experience writing compelling proposals with a track record of success
- Strong organizational, interpersonal and networking skills; able to prioritize and effectively manage and meet competing deadlines
- Knowledge of best practices in research, cultivation, solicitation and stewardship
- Advanced knowledge of MS Office
- Proven ability to initiate and build ongoing relationships with current and prospective donors and interact via telephone and in person with institutional representatives.
- Demonstrated ability to take primary responsibility for numerous projects and to complete them in a timely and accurate manner with limited supervision
- Able to work collaboratively within a team and individually
- Occasional evening and weekend work required
- Understanding of, and concern for, the issues of homelessness, substance use, mental health, isolated seniors, and youth at risk
- A satisfactory Police Reference Check is required and may include a Vulnerable Sector Check

**To apply, submit your resume with "TNG2025-209" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement.

This posting is for an existing vacancy.