



Donor Relations Officer

Are you looking to grow your fundraising career to the next level and make a difference for Rossbrook House Inc.?

Founded in 1976 Sister Geraldine MacNamara and a group of inner-city young people created Rossbrook House, a neighbourhood drop-in centre with a simple mission: ***“No child who does not want to be alone, should ever have to be.”*** In the decades since, it has become a safe place for children and youth to belong, play, learn and become...

Located at the corner of Ross Avenue and Sherbrook Street in the Centennial area of Winnipeg MB; it offers a constant alternative to children and youth.

The Donor Relations Officer is a member of the Rossbrook House Foundation fund development team, embracing its vision, mission, and goals. The Donor Relations Officer works under the direction of the Executive Director, along with the Manager of Communications and Marketing, and the Manager of Finance and Administration, to achieve Rossbrook House Foundation’s fundraising objectives on behalf of Rossbrook House Inc.

The Donor Relations Officer will be responsible for maintaining the donor database and providing the needed analysis and presentation of reports to monitor fundraising progress along with donor acquisition and retention. The Donor Relations Officer is responsible for the stewardship of donors – receipting and thanking them for all donations. The Donor Relations Officer will work with the fund development team under direction of the Executive Director in soliciting current donors, identifying, cultivating, and soliciting prospective donors.

The Donor Relations Officer will take the lead and collaborate by coordinating special events, projects, and meetings for the Rossbrook House Foundation including agendas and minutes.

Experience

- Minimum 5 years’ experience in donor facing fundraising positions

- Proven success in building relationships with donors and stakeholders to secure financial support

- Knowledge and experience in fundraising for a non-for-profit organization

Skills & Qualifications

- Post-secondary education, or equivalent combination of training and experience
- Thorough knowledge of fundraising best practices (CFRE designation is an asset)
- A passion for donor-centred fundraising
- A team player focused on advancing the mission, goal and values of Rossbrook House Foundation
- Excellent inter-personal skills
- Excellent organizational, problem-solving and time-management skills
- Excellent written and communication skills
- Excellent critical thinking skills and ability to problem solve and develop trust and credibility with prospects and donors
- Strong understanding of the donor journey
- Demonstrated ability to research, plan and implement new initiatives and campaigns
- Experience working with and supporting volunteers
- Maintain a high level of integrity and confidentiality
- Proficiency in eTapestry, SharePoint and other data base software
- A valid driver's license and access to a vehicle

Rossbrook House Foundation offers a competitive salary and benefits package. The salary for this full-time position ranges from \$55,000 to \$65,000 depending on knowledge and experience.

If you believe you can make a strong contribution to our team, please send your resume and cover letter to Patty Mainville, Executive Director, at pmainville@rossbrookhouse.ca no later than November 1, 2024

We appreciate all who apply but only those applicants selected for an interview will be contacted.

Rossbrook House
658 Ross Avenue
Winnipeg, Manitoba

<https://rossbrookhouse.ca/foundation/>