



"The best prescription I've ever given is a wish."

-Dr. Jeremy Friedman, Associate Paediatrician-in-Chief, SickKids Hospital & Medical Advisor for Make-A-Wish® Canada

WHAT IS YOUR BIGGEST WISH?

Is it to be part of an organization that is child-focused, values employee experience and is an inspiring workplace? **If so, Make-A-Wish is for you!**

Make-A-Wish® Canada creates life-changing wishes for children with critical illnesses. We are on a quest to bring every eligible child's wish to life because a wish is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight a critical illness.

"It's been wonderful to have this wish to look forward to... It's wonderful to see [Rowan] with something that brings him pure joy after all he's been through and missed out on!"

-Melissa, mom to wish kid Rowan (age 5, leukemia), who wished for an indoor jungle gym.

MISSION, VISION AND VALUES

Our **mission** is, together, we create life-changing wishes for children with critical illness.

Supported by our **vision** to grant the wish of every eligible child.

Our **values** are Child-Focused, Integrity, Impact, Innovation, and Community.

WHAT'S IN IT FOR YOU?

- Meaningful opportunities to make an impact and change the lives of children with critical illnesses within your community and across Canada
- A collaborative team environment where you feel valued and inspired
- An attractive compensation package that includes group health and dental premiums which are fully covered by the Foundation, RRSP, & Wish paid hours
- Annual vacation starting at three weeks & additional paid leaves
- Work/life balance and flexibility
- Hybrid working environment
- Employee Wellness Program
- Corporate discounts
- Continuous learning, development and internal training opportunities
- Fun employee activities, contests, and more!

Make-A-Wish® Canada is committed to fostering a culture that aims to change lives while offering a rewarding employment experience where your contributions make a true difference every day!

WHERE YOU COME IN

We are looking for a **Development Officer** to join our team at Make-A-Wish Canada. Reporting to the Chapter Director, this position has two main facets – 1) securing corporate and individual giving, 2) managing and coordinating all assigned events, including the planning, execution and follow up of events. This role includes but is not limited to creating and maintaining excellent relationships with donors, sponsors, volunteers, and other supporters across the province, and



collaborating closely with the Atlantic Region's development and wish advancement teams in driving resource development to grow the mission. This position may be responsible for supervising/managing paid support staff/volunteers.

This role is located in **Charlottetown** and is a **full-time, permanent, hybrid** position.

WHAT YOU WILL DO

Fundraising

- Steward relationships with existing individual and corporate donors and grow revenue development opportunities with existing donors through cultivation and implementation of strategies.
- Research, inspire and secure financial support from potential donors, sponsors, and others with a primary focus on renewing or developing new revenue generation opportunities.
- Meet or exceed revenue targets as agreed upon in the collaborative planning and budgeting process.
- Identify opportunities and conduct cold calling to solicit financial contributions, in-kind donations, auction items, and event sponsorships.
- Work in collaboration with the team to develop and execute short-term and long-term development goals for the chapter, ensuring increased revenue year-over-year.

Development Program Leadership

- Develop strong working relationships with internal and external stakeholders (National, Regional and Provincial Offices, volunteers, suppliers, sponsors, donors, community liaisons, media, community leaders etc.).
- Establish and provide support to event committees as required to ensure success of events (e.g., guidance, materials, staff/volunteers, timelines, etc.).

Collaboration & Event Logistics

- Collaborate with the Chapter Director in identifying opportunities for development and growth in donations, sponsorship and awareness (e.g., individual and corporate gifts in support of the mission; sponsorships for event décor, silent auction, prizes, food and drinks, entertainment, supplies, equipment, venues, etc.).
- In collaboration with the Chapter Director, coordinate all logistics for major chapter first party events.
- Collaborate with the Chapter Director and Region staff to engage volunteers, campaign and event committees.
- Collaborate with the Region's Volunteer Engagement Coordinator to identify, recruit, manage and steward fundraising volunteers, including event committees.
- Collaborate with internal departments to assist with development or coordination of material, utilizing a high degree of creativity in the development and design of marketing and communications material including PSAs, media releases, brochures, Wish Stories, and content for digital and traditional media. May include social/marketing media.
- Uses existing Wish Granting database and work in collaboration with Wish Granting staff to identify appropriate Wish Families for event participation.



- Other duties as assigned.

WHAT YOU BRING

- Post-secondary education in Business Administration, Management, Philanthropy, or related discipline, or an equivalent combination of education, training and experience.
- 2 -3 years working experience in a not-for-profit organization with demonstrated success in donor cultivation, stewardship, and multi-channel fundraising is ideal.
- Proven success in soliciting annual, major and planned gifts, volunteer coordination and project/event management. Supervisory experience is an asset.
- Must be proficient with social media platforms – Facebook, Twitter, LinkedIn, and Instagram.
- Ability to work independently and on various tasks simultaneously.
- Demonstrated experience in overseeing tasks of others and to work with others on a job to achieve the best results.
- Ability to work effectively with a diverse population of community partners, volunteers, donors, sponsors and other stakeholders
- Must be highly motivated and enjoy working in a fast-paced environment.
- Good oral and written communication, interpersonal and presentation skills.
- Ability to speak to groups of people in a variety of settings.
- Demonstrated experience in problem solving and good judgement.
- Demonstrated computer skills and high proficiency in MS Office and data management/CRM database systems. Experience with Salesforce is an asset. Ability to learn and adapt to new technology.
- Access to a reliable vehicle or reliable transportation to and from work, events, and donor visits/site meetings will be required.
- A clear Criminal Background Check will be required.

YOUR WORK ENVIRONMENT

- Primary responsibilities are carried out in the Chapter Office (2 days per week) and at home (3 days per week); however, this position is regularly required to be out of the office for visits with sponsors and donors, leadership volunteers, and wish families for site visits and attending events in the community.
- This position requires work outside or beyond traditional office hours and thus requires a flexible schedule year-round.

Physical/Mental Effort

- Works under pressure with multiple tight deadlines, demands, high volume workload, and dynamic/overlapping priorities.
- Emotional situations in dealing with wish recipients and families facing live-threatening conditions or illnesses, in palliative care, and end-of-life stages.
- Works under high degree of pressure on day of events to ensure logistics and all aspects of fundraising and stewardship events are carried out successfully.
- Physical activity may include lifting of boxes with materials, setting up equipment, etc.



Our Commitment to IDEA

Make-A-Wish Canada (MAWC) is committed to Inclusion, Diversity, Equity, and Access (IDEA). We believe that it is essential to our mission that we build a diverse, balanced, and vibrant workforce that reflects the diversity of the communities we serve and seek to serve. Research has shown that candidates from underrepresented groups often only apply when they feel 100% qualified. Therefore, we ask that even if you do not see yourself fully reflected in every job requirement listed on this posting, to still apply.

How to apply

If everything you've read so far sounds like you, we encourage you to apply now! The deadline to apply is July 31st, 2024 at 11:59pm ET.

To apply, please navigate to: <https://can241.dayforcehcm.com/CandidatePortal/en-CA/makeawishca/Posting/View/481>

Make-A-Wish Canada provides equal opportunity in employment and encourages applications from all qualified candidates. Reasonable accommodations due to disability are available on request at any stage of the hiring process.

Recruitment process

Our recruitment process is swift in pace. Once applications are reviewed, we will contact our shortlisted candidates. Our typical process includes a phone screen, one or two interviews, and reference checking, followed by an offer and a criminal background check for the successful candidate.

We would like to thank all applicants for their interest in working with us!

ABOUT MAKE-A-WISH® CANADA

In the past 40 years, Make-A-Wish Canada has granted over 39,000 wishes across the country, with 1,389 of them last year alone. As an independently operating affiliate of Make-A-Wish International, Make-A-Wish Canada is part of the network of the world's leading children's wish-granting organization. We serve children in every community in Canada, and in more than 50 countries worldwide.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Make-A-Wish® Canada or get involved please visit our website at makeawish.ca.