



Eagles Nest is looking for an energetic individual to join the team as our *Development Officer*. Along with the skills to secure funding and achieve annual targets, this individual needs to be aligned with our values and passionate about working for an organization committed to making a difference in the lives of others.

For more than 18 years Eagles Nest Association of Waterdown has been positively impacting families in the community with compassion and practical support.

Eagles Nest works with individuals and families looking to make change happen in a supportive and positive environment. We help people cultivate healthy relationships, navigate trauma and develop self-worth. We offer counselling, coaching and support programs to adults, youth and children. Our services are free or at minimal cost to help make them accessible to everyone. We welcome everyone for who they are, without regard to religion, ethnicity, race, gender or sexuality.

Rescued & Restored is a thrift store operated by Eagles Nest. All the proceeds from the store support the operating budget of Eagles Nest charity, making it possible to offer our services and supports to the community.

Job Description:

The Development Officer (“the” Officer”) will work out of the HOPE Centre facility reporting to and in partnership with the Executive Director to spearhead development efforts as Eagles Nest continues to grow. A new position in the organization the Officer will have opportunity to build the development function focusing on fundraising through foundation grants, corporate sponsorships, other fundraising initiatives including special events, as well as from individuals.

Responsibilities:

- Lead in developing and executing an annual fundraising plan for Eagles Nest
- Build and maintain strong relationships with individuals, corporations, and foundations
- Solicit and secure donations and sponsorships from individuals and corporations
- Oversee grant development including research, proposal writing, tracking, and reporting requirements
- Assist with organizing special events and other fundraising activities
- Support third-party fundraisers to ensure the appropriate procedures and guidelines are followed and help protect against reputational risk for Eagles Nest
- Assist the Eagles Nest team as required with other organizational tasks

Qualifications:

- Post-Secondary degree in a related field
- Previous experience in grant writing, corporate sponsorships, and special events is preferred
- CFRE accreditation is an asset
- Ability to work in a team and independently on a variety of tasks simultaneously
- Demonstrated excellence in communication skills, both written and oral
- Good time management and organizational skills
- Proficient in Microsoft Office XP (Word, Excel, Access, and Microsoft Outlook).

Offering a Twelve Month Contract – Position is 30 hours per week

To apply: Please submit a cover letter and resume to careers@eaglesnestwaterdown.ca. We thank all applicants for their interest; however, we will only be contacting those selected for an interview.

Eagles Nest is committed to fostering an inclusive and accessible workplace. In accordance the Accessibility for Ontarians with Disabilities Act and on request, all reasonable accommodations will be provided to support participation in all aspects of the recruitment and hiring process and in performing the assigned responsibilities.