



JOB POSTING

Date Posted: 23-August-2018	Deadline for Submission: 14-Sept-2018
Status: Full-time Permanent	Salary: \$55,000 – 65,000
<p>IF INTERESTED PLEASE SUBMIT RESUME, WITH “DEVELOPMENT OFFICER – CORPORATE PARTNERSHIPS” IN THE SUBJECT LINE TO HUMAN RESOURCES AT lhome@ottawamission.com</p>	

JOB TITLE: CORPORATE DEVELOPMENT OFFICER	
REPORTS TO:	DIRECTOR OF MAJOR AND PLANNED GIVING
DEPARTMENT:	FUNDRAISING
JOB LEVEL:	NON-MANAGEMENT
Core Purpose and Mission Statement	
<p>The Core Purpose of the Ottawa Mission Foundation is to be the fundraising arm of The Ottawa Mission; whose core purpose is to reflect Jesus' love in serving the homeless, the hungry, and the lost.</p> <p>The Foundation was established in 2010 to allow those providing front line programs and services to focus on their work without having the additional responsibility of fundraising.</p> <p>Our Mission is to provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.</p>	
Vision & Values	
<p>Our Vision is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.</p> <p>Our Values are Acceptance, Respect, Compassion, Integrity and Independence</p>	
Position Purpose	
<p>The Corporate Development Officer at The Ottawa Mission Foundation plays a key role in an organization that works tirelessly to rebuild the lives of our society's most vulnerable people. The Corporate Development Officer performs more than just a leadership role in fundraising; he/she is an important part of a highly respected community of caring in Canada's capital.</p> <p>Reporting to, and working closely with, the Director of Major and Planned Giving, the Corporate Development Officer develops and executes a strategic corporate partnership program to help grow The Foundation's base of support and to ensure the financial viability of The Ottawa Mission. The Corporate Development Officer proactively engages corporations and employees to promote philanthropy, cause-marketing and workplace campaigns. He/she is highly organized, detail oriented and has impeccable communication skills with the</p>	

ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES

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ability to develop and maintain relationships with key corporate partners and prospects.

Major Responsibilities

- Develop and implement a corporate strategy to grow income from new and existing corporate relationships;
- Meet personal portfolio and team goals specific to revenue, prospect meetings, proposal developments and solicitations, with a focus on \$5,000+ pipeline development and growth;
- Identify, create, negotiate, secure and manage mutually-beneficial sponsorship and corporate opportunities to advance the work of The Ottawa Mission;
- Identify and meet the varying partnership goals of corporate prospects and draw on creativity and problem solving skills to offer tailored sponsorship and corporate engagement packages;
- Oversee the design, production and dissemination of marketing materials for corporate development;
- Adopt a sales approach to proactively identify new prospects and ensure the best possible approach is developed for each prospect;
- This role is very external facing with high importance placed on corporate partner and prospect meetings;
- Build and maintain strong external relationships with corporate partners and prospects utilizing a multi-channel approach that includes telephone work, face to face meetings, email, social media and direct mail;
- Develop and execute customized relationship plans for cultivation and solicitation of corporate partners and prospects to maximize value;
- Manage the corporate budget set and agreed upon in liaison with senior management;
- Regularly attend and be visible at local business networking events and The Ottawa Mission cultivation events, and be the main point of contact for corporate partners and prospects;
- Develop stewardship plans to ensure fulfillment of service terms defined in sponsorship and corporate agreements, with emphasis on meaningful regular contact, updates and communications;
- Effectively manage Ottawa Mission & Foundation to advance the corporate strategy;
- Meticulously employ the CRM database (Raiser's Edge) to manage the corporate pipeline, record prospect actions and proposal status.

Other Requirements

Education:

- University Degree in a related field or the equivalent combination of education, training and experience.

Experience & Qualifications:

- A minimum of 5 years progressive experience in fundraising or corporate development/sales with a proven track record of pipeline/account management and closing gifts/contracts;
- Outstanding written communication skills and demonstrated success at persuasive writing;
- Ability to think strategically, work independently, and manage competing priorities in a high-volume, and results oriented environment;
- Outstanding relationship builder and networker both internally and externally;

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- Ability to passionately articulate key messages and demonstrate an understanding of The Ottawa Mission;
- Be a positive influence throughout the organization, fostering a commitment to teamwork and building a climate of philanthropy, professionalism, openness and communication;
- Excellent organization, planning and time management skills and exacting attention to detail;
- Experience using Raiser's Edge CRM software an asset;
- Advanced level of proficiency in MS Office applications;
- Willingness to work occasional evenings and weekends;
- A commitment to the values and vision of The Ottawa Mission;
- Must have a valid driver's license with a clean abstract
- Bilingualism (English/French) considered an asset.

Working Conditions:

- Must work to, sometimes strident, deadlines, manage and respond to competing priorities;
- Intermittent physical activity including walking, standing, sitting, and lifting;
- Primarily Office Setting;
- Travelling by car throughout the city;
- Interacts with employees, donors and the community at large.

****PLEASE NOTE, THIS JOB IS POSTED BOTH EXTERNALLY & INTERNALLY****