



Peterborough Campus Ministry

Building Catholic Community at Trent University and Fleming College

JOB POSTING

Development Officer

The Roman Catholic Episcopal Corporation for the Diocese of Peterborough, in Ontario, Canada for Peterborough Campus Ministry located at 820 Frank Street, Peterborough is seeking an experienced Development Officer for a full-time (35 hours) two-year contract as soon as possible.

The Campus Ministry Development Officer (Fundraising Consultant) reports directly to the Director of Peterborough Campus Ministry and is responsible for leading and managing the fund development program, raising funds for the ministry and programs of PCM. Primary responsibilities and relationships with other people in the institution are outlined below.

Duties & Responsibilities

- Develop and maintain a three-year plan for the development program which is updated annually.
- Manage all matters related to the fund development program and fundraising events.
- Identify, cultivate, solicit, and close gifts. Maintain an active pool of prospective benefactors who can support the ministry.
- Conduct face-to-face visits with potential benefactors in the form of discovery, cultivation, solicitation, or stewardship meetings.
- Assist in scheduling, coordination, and follow-up of face-to-face visits for the Director or other staff and volunteers as appropriate.
- Supervise the stewardship process, including prompt gift acknowledgement, for all benefactors.
- Prepare reports as appropriate and submit to the Director.
- Plan direct mail, special events, and other solicitation activities as needed.
- Plan and supervise the production and distribution of newsletters, brochures, and other marketing materials in support of the ministry.
- Administer the online and social media presence of PCM.
- Direct the organization and management of the comprehensive development program through the supervision of volunteers and development staff.
- Collaborate with CCO missionaries in best practices in fundraising strategies and techniques.
- Perform additional duties as assigned by the Director to include special projects to assist in the overall fund-raising efforts.
- Other duties as required/assigned.



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Qualifications:

- Baccalaureate degree or higher.
- Five years demonstrated success and experience in managing a fund development program or equivalent within a not-for-profit organization.
- Thorough knowledge of fund-raising principles.
- Enthusiasm and excellent people skills are essential.
- The successful candidate must have the flexibility to handle the needs of a fast-paced office and be attentive to the special needs of benefactors.
- Excellent English written and verbal communication skills.
- Ability to organize and prioritize tasks and to lead and motivate others, especially volunteers.
- Thoroughness in planning and implementing work, including goals, budget, timetables, and action steps to achieve objectives.
- Ability to work effectively with the Vocations Director, other staff members, missionaries, students, and volunteers.
- Advance knowledge of MS Office (Word, Excel, Powerpoint, Access) and develop new ways of creating efficiencies and donor based systems.
- Must be able to respect, promote, accommodate, and not conflict with the mission and with the demonstrated ability to articulate the philosophy and objectives of the Catholic Diocese of Peterborough.

Annual salary:

\$57,000

Work hours:

Monday to Friday; weekends and evenings required, according to schedule

Location:

This position is located at the Campus Ministry, but occasional remote work may be carried out. Relocation costs not covered by employer.

Please apply with your resume if you meet the requirements listed by e-mail:
vocations@peterboroughdiocese.org

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Diocese of Peterborough provides reasonable accommodation to individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with their supervisor and the Human Resources Department.