

the canby center
el centro de canby



In God's love, we renew dignity and inspire learning for youth and families.

The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.

Development at The Canby Center is characterized by strong positive relationships with donors; commitment to effective communication with current, prospective, and past donors; a diverse and progressive approach to community partnerships, and a team-oriented outlook. Development will be successful when both current and future organization resource needs are met.

We hope you will consider joining our team of compassionate and focused servant leaders.

Development Officer

Job Description



Position Title: Development Officer

Reports To: Director of Development
Classification: Non-exempt Full-time
Compensation: \$26-34 per hour DOE

TO APPLY: Submit cover letter & resume to employment@thecanbycenter.org. Please include the most significant fundraising initiative you've worked on and challenges you overcame in your cover letter. Resumes received without a cover letter will not be considered.

Development Officer Position Description

The Development Officer is responsible for developing and executing fundraising initiatives and programs to help achieve our organization's overall mission and goals. This position involves researching, prospecting, cultivating and managing relationships with donors, as well as coordinating fundraising activities. The Development Officer ensures that development efforts are successful, that donor relationships are developed and strengthened through personal contact and that donor support goals are achieved.

Duties and Responsibilities

- **Major Gift Fundraising:** Work with the Director of Development to craft and implement a comprehensive major gifts fundraising strategy to secure substantial financial support from individuals, foundations, and corporations.
- **Prospect Identification and Research:** Identify and research potential major donors who are aligned with the organization's mission and values. Maintain a robust pipeline of prospective donors.
- **Cultivation and Engagement:** Build strong and lasting relationships with current and potential major donors through personalized communication, meetings, events, and other engagement activities.
- **Stewardship:** Implement effective stewardship strategies to acknowledge and recognize major donors, ensuring they are regularly updated on the impact of their contributions and feel valued as partners in the organization's work.
- **Collaboration:** Collaborate closely with the Director of Development and program staff to align major gifts fundraising efforts with the organization's strategic goals and program needs.
- **Donor Database Management:** Maintain accurate and up-to-date donor records in the organization's CRM database, tracking interactions, pledges, and contributions.
- **Event Participation:** Represent the organization at events, conferences, and public forums to network and engage with potential major donors and partners.
- **Reporting and Analysis:** Provide regular reports on major gifts fundraising progress, analyze results, and adjust strategies as needed to meet or exceed fundraising goals.

- **Compliance:** Ensure that all major gifts activities comply with legal and ethical standards, including adherence to relevant fundraising regulations and ethical fundraising practices.
- **Continuous Learning:** Stay informed about trends in philanthropy and nonprofit management to enhance development strategies.

Requirements and Qualifications

- Experience or education equivalent to a Bachelor's degree in fundraising, non-profit management, sales, communications, or related field preferred
- 2-4 years of experience in face to face fundraising or sales preferred
- Demonstrated success in managing and meeting goals
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational and time management skills
- Able to work independently and as part of a team
- Proficient with Microsoft Office Suite and donor management software preferred

Training and Support

- Training is provided for required functions at the direction of the Director of Development.

Benefits to You

- Opportunity to make a significant, long-term impact as part of The Canby Center team
- Personal advancement opportunities
- Experience joy in using your skills for meaningful work
- Full-time job with flexible hours
- Work from home opportunities
- 80 hrs of vacation annually (to start)
- 5 Paid Holidays a year
- 40 hrs of Sick Time Annually
- Health Reimbursement Account (HRA) (after 90 days)
- Simple IRA 3% 1:1 match (after 1 yr)
- Cell Phone Reimbursement

Work Environment

- Full-time work schedule of 40 hours per week which will include some evening meetings with potential donors, as well as work from home opportunities.
- Fast paced office work environment, with occasional outside local travel.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a Christian faith-based nonprofit, and that employees, by the pattern of their lives, serve as role models to our participants, the job descriptions for all employment positions at TCC contain the following statements relating to requested personal qualities.

General Employment Requirements

- The employee will have received Jesus Christ as his/her personal savior, John 1:12
- The employee will be in agreement with TCC's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Timothy 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a community of christian faith that affirms these beliefs/practices

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