



Development Officer

Organization: Lighthouse for Grieving Children & Families

Position Type: FT Contract

Contract Term: One year (with potential for extension)

Hours: 37.5

Compensation: \$50,000 - \$60,000/year

Reports To: Director of Development

About Lighthouse for Grieving Children & Families

Lighthouse for Grieving Children & Families provides peer grief support programs at no cost to children, youth, and families who are grieving the death of a loved one. Through the generosity of donors, volunteers, community partners, and fundraising initiatives, Lighthouse creates safe spaces where families can connect, heal, and find hope. The organization relies on meaningful storytelling, community engagement, and donor support to increase awareness of its mission and sustain its programs.

Position Summary

The Development Officer is responsible for supporting and advancing The Lighthouse's fundraising and community engagement efforts. Working closely with the Director of Development, the Development Officer plans, coordinates, and evaluates fundraising initiatives that generate sustainable revenue and strengthen relationships with donors, sponsors, community partners, and volunteers.

The role is responsible for coordinating The Lighthouse's signature fundraising events, supporting third-party fundraising initiatives, developing sponsorship opportunities, and contributing to donor stewardship and fundraising communications. The Development Officer ensures fundraising activities align with organizational priorities, reflect The Lighthouse's brand and values, and support the organization's long-term sustainability.

The Development Officer reports directly to the Director of Development.

Key Responsibilities

Fundraising Events

Coordinate The Lighthouse's signature fundraising events by:

- Developing event work plans and timelines.
- Coordinating logistics, vendors, volunteers, and committees.
- Monitoring event budgets and financial performance.
- Supporting sponsorship fulfillment and donor recognition.
- Evaluating event outcomes and recommending improvements.

Support third-party fundraising initiatives by:

- Acting as the primary organizational contact.
- Providing fundraising resources and event guidance.
- Ensuring appropriate use of The Lighthouse's name, logo, and messaging.
- Stewarding relationships with community event organizers.

Fund Development

- Support the planning and implementation of The Lighthouse's annual fundraising strategy.
- Coordinate annual giving campaigns and fundraising initiatives.
- Assist in identifying, cultivating, soliciting, and stewarding donors and community supporters.
- Maintain accurate donor records and assist with fundraising reporting and analysis.
- Support grant applications and reporting, as required.
- Identify opportunities to strengthen donor engagement and retention.

Sponsorship & Community Partnerships

- Develop and coordinate sponsorship opportunities for fundraising events and organizational initiatives.
- Build and maintain relationships with corporate sponsors and community partners.
- Prepare sponsorship packages, proposals, agreements, and recognition plans.
- Ensure sponsors receive agreed-upon benefits and meaningful stewardship.

Fundraising Communications

- Develop fundraising communications that support donor engagement and stewardship.
- Prepare newsletters, donor updates, event materials, sponsorship packages, and fundraising collateral.
- Collaborate on website content and marketing materials that support fundraising objectives.
- Ensure all fundraising communications are consistent with The Lighthouse's mission, values, and brand standards.

This position is not responsible for day-to-day social media management but should understand how integrated marketing and communications support fundraising and donor engagement.

Planning & Evaluation

- Assist in the development of annual fundraising goals and budgets.
- Monitor and evaluate fundraising initiatives using established performance measures.
- Prepare reports on fundraising results, sponsorship performance, and event outcomes.
- Recommend opportunities to improve fundraising effectiveness and community engagement.

Qualifications

Education & Experience

- Post-secondary education in fundraising, nonprofit management, communications, marketing, business, or a related field, or an equivalent combination of education and experience.
- Three to five years of progressive experience in fundraising, development, sponsorship, events, or nonprofit administration.
- Experience coordinating fundraising events and working with volunteers.
- Demonstrated success developing sponsorships and community partnerships.
- Experience supporting donor stewardship and relationship management.

Knowledge & Skills

- Knowledge of fundraising principles and donor stewardship best practices.
- Understanding of sponsorship development and relationship management.
- Excellent project management and organizational skills.
- Strong written and verbal communication skills.
- Experience preparing fundraising materials, proposals, and donor communications.
- Proficiency with donor database (CRM) systems and Microsoft Office.
- Understanding of nonprofit marketing and communications as they relate to fundraising.
- Ability to manage multiple priorities while meeting deadlines.
- Ability to work occasional evenings and weekends for fundraising events.

Core Competencies

- Event Coordination
- Fundraising
- Donor and Sponsor Stewardship
- Project Management
- Collaboration
- Communication
- Relationship building
- Financial Accountability
- Initiative & Problem Solving

Working Conditions

- Full-time, 37.5 hours per week during regular business hours (9 am – 5pm with some flexibility)
- Hybrid work environment with regular in-office attendance.
- Evening and weekend work required to support fundraising events, donor engagement, and community activities.
- Occasional travel within the community to attend meetings, events, and partner engagements.