

Do you want to join an organization that changes lives? Can you create engaging and memorable experiences for donors? Are you driven to achieve excellence? If this describes you, join our team!

The Centre for Family Literacy (CFL) is growing our reach and enabling families and literacy practitioners across the country to build literacy skills for themselves and in their communities. To help us achieve this and reach our Vision, we are hiring a Development Officer to increase the revenue we receive from donors, sponsors, and foundations, which will complement our other revenue streams. There is potential for this role to evolve into a leadership position with more strategic responsibility for the organization in the future – we are looking for the right candidate to grow with us.

Who We Are:

At CFL, we believe that a deep sense of belonging and mutual support is the cornerstone of professional success. We view our organization as a community where every role is vital to our collective success. Our culture is built on a foundation of transparency, autonomy, and integrity, ensuring that every team member feels empowered to innovate while being guided by our common goals. We work and grow together, prioritizing collaboration and learning to ensure that while we do the work we love, we're having an awesome time doing it.

Who You Are:

- You take initiative, innovate, and improve the way we do things. You don't want to stick to the status quo.
- You are outgoing and friendly, and can connect with people through stories and shared experiences.
- You are excited to learn new things and grow your skills.

Why Work With Us

- Employment Type: Full time permanent - 37.5 hours/week
- Salary Range: \$55,000-\$60,000/year.
- Paid time off: 2 weeks vacation, 2 weeks in December/January for our holiday closure, half day Fridays in July and August, stat and additional holidays, your birthday.
- Benefits: Extended health benefits plan, employee and family assistance program, RRSP contributions, flexible schedule and flexible hybrid working model.
- Employee wellbeing is very important to us, and we were a Top 5 Finalist for the Charity Village Best Employee Workplace Wellness Award in 2025.

What You'll Do:

Create a Fundraising Strategy:

- Develop and implement a comprehensive fundraising plan aligned with our strategic goals.
- Set annual fundraising targets and monitor progress toward goals.
- Use data to inform strategy adjustments and continuous improvement.
- Develop a strategy for identifying prospective donors and bringing them onboard.

Build and Maintain Relationships:

- Communicate with our donors, corporate partners, and foundations so they stay connected to our work and vision.
- Implement new and innovative methods to reach younger generations of donors and supporters.

Build and Maintain Relationships (continued):

- Manage stewardship activities to ensure current donors are recognized for the impact of their contributions (engagement, recognition, and retention).

Research and Coordinate Grant Writing:

- Research and identify grants from government, private foundations, and other sources.
- Write and edit grants alongside other members of our team.
- Monitor grant compliance and ensure timely reporting on outcomes.

Share Our Story:

- Collaborate with staff to develop compelling donor materials and messaging.
- Highlight the impact of literacy programs through stories, data, and case studies.

Tie It All Together:

- Work closely with the Communication & Events Coordinator on fundraising event ideas and development.
- Provide updates and reporting on fundraising goals and plans to leadership and the Board of Directors.
- Issue tax receipts in compliance with CRA standards and manage our Donor Management System.

What You Bring:

- **Must Haves:**
 - 2+ years experience in a fundraising or development role OR 3+ years working in another field building and maintaining relationships.
 - Strong analytical skills, great attention to detail, and excellent written and oral communication skills.
 - Demonstrated ability to achieve outcomes and meet deadlines.
 - Tech-savvy and confident using a variety of tools including Google Workspace, Mac/Apple OS, data management systems, online meeting platforms, and email marketing tools, and an ability to implement new tools.
- **Nice to Haves:**
 - Education, training or certification in fundraising or a related field.
 - Experience working in a not-for-profit organization.
 - Direct work in the literacy field (e.g. as a practitioner, coordinator, or trainer) is a valuable asset. If you've done this kind of work, please tell us more about this experience in your cover letter.

Sounds like you? Send us your **resume and a cover letter** (in PDF format) to: jobs@famlit.ca.

Why do we ask for a cover letter? Your resume shows what you've done, but not who you are or why you want this role. This is your chance to tell us about you! Tell us how your path has led you here, what makes you unique, and what excites you about this work.

Closing Date: Open until a candidate is hired. We encourage early application.

It is our practice and philosophy to create welcoming, safe, non-judgemental spaces in our organization for our learners, volunteers, team, and all other stakeholders. Applicants from all backgrounds who can contribute diverse perspectives and experiences are encouraged to apply.

We thank all applicants for their interest. Only those shortlisted for interviews will be contacted.