

Job Title:	Fund Development Officer	Job Category:	Reports To: Fund Development Manager
Location:	Ottawa, ON (Hybrid role)	Travel Required:	Travel may be required depending on donor relations and events.
Level/Salary Range:	\$60,000 - \$65,000 per year	Position Type:	Part-time position at 25 hours per week.
HR Contact:	Stéphane Guy National Operations Manager, Veterans' House Canada	Application Process:	Please forward your resume and a covering letter by July 17, 2026, to the email address below.
To apply, please submit your application via email to jobs@veteranshousecanada.ca			
Job Description			

Position Summary

The Fund Development Officer oversees Veterans' House Canada's comprehensive fund development program. Drawing on proven fundraising principles, the Officer will diversify and grow annual and multi-year revenue from individuals, corporations, foundations, government, and community partners, in support of the Fund Development Manager.

The role includes developing donor pipelines, managing a portfolio of prospects, writing grant proposals, stewarding donors, and delivering fundraising campaigns and events.

This role emphasises strategy development, relationship management, grant writing, donor stewardship, and data-driven planning.

Key Responsibilities

1. Fundraising Strategy & Revenue Development

- Working with the Fund Development Manager, develop annual fundraising plans, forecasts, revenue targets, and performance KPIs.
- Overseeing Veterans' House Canada's diversified giving programs, including individual, monthly giving, corporate, foundation, planned, endowment, government giving, and 3rd Party events.

2. Donor Prospecting, Cultivation & Stewardship

- Identify, research, qualify, and cultivate donors from both internal databases and external sources.
- Oversee a portfolio of donors, ensuring ongoing relationship-building, stewardship, and impact reporting, using Salesforce to document all contacts.
- Work with the Marketing and Communications team to develop and maintain a segmented stewardship program for each donor cohort, ensuring donors receive meaningful recognition and mission-aligned updates.
- Foster strong collaborative relationships with stakeholders, community partners, and supporters.
- Responsible for sending donor Thank You letters via Salesforce.

3. Grant Writing & Institutional Giving

- Write applications for corporate, foundation, and government grants, including proposal development, submission, and reporting. Keeping Salesforce records up to date as and when grant reporting is due.
- Maintain an active grants calendar and monitor deadlines, reporting requirements, and funding trends.

4. Campaigns, Events & Community Engagement

- Support Veterans' House Canada and 3rd parties in planning and executing donor cultivation events, receptions, and fundraising campaigns.
- Annual and special giving campaigns, coordinating messaging with communications teams.
- Support major capital or community-based projects as required.
- Support planned giving campaigns as required.
- Work with the Marketing and Communications Manager to create e-newsletter and direct mail content as required.

5. Systems, Data Management & Reporting

- Oversee the donor CRM Salesforce, ensuring high data quality.
- Export and import CanadaHelps records to Salesforce.
- Track fundraising performance, donor activity, and prepare internal and Board reporting materials.
- Ensure donor privacy standards and database accuracy, including monitoring online donations and ensuring donor benefits are fulfilled.

Qualifications & Experience

- Proven experience managing donor relationships and securing grants.
- Strong writing skills for grant proposals, donor communications, and sponsorship packages.
- Experience with donor research and maintaining prospect pipelines
- Strong organisational and project management skills; able to balance multiple priorities.
- Knowledge of the Canadian philanthropic landscape and donor system.
- Proficiency in Excel, Microsoft Office tools, and Salesforce

Skills & Competencies

- Exceptional English verbal and written communication skills. Fluency in French is desired, but not required.
- Strategic thinker with strong initiative and accountability.

- Strong relationship-building and stewardship skills.
- Ability to work independently and collaboratively with cross-functional teams.
- High attention to detail; strong time management abilities.

Performance Expectations (First 6 Months)

Based on sector benchmarks:

- Conduct a development audit and refine Veterans' House Canada's donor database, Salesforce, and stewardship processes.
- Create a road map to connect with Corporate businesses.
- Lead at least one donor cultivation event or campaign.

Work Environment & Additional Information

- A hybrid work environment with flexibility depending on organisational needs.
- Requires occasional evenings and weekends for events and donor meetings
- Travel may be required depending on donor relations and events.

Benefit Package

- Optional shared costs, health, and dental benefits.
- Annually 15 days' vacation leave, 5 days personal leave, and 10 days sick leave.
- Professional Development/training allowance.
- Professional Development/training opportunities.

*Demonstrate a successful campaign and a prior work sample as appropriate in your application submission.

Satisfactory references are essential conditions for appointment and will be requested during the interview process.

Ready to Apply? To apply, please submit your application via email to jobs@veteranshousecanada.ca

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.