



DEVELOPMENT OFFICER (full-time position)

Date Reviewed – February, 2018

POSITION OPPORTUNITY: This recently created position at Journey Home Community (JHC) will provide an exciting opportunity and challenge for a development-minded person to form and shape the fundraising direction for a growing social justice oriented ministry. For the past 12 years, JHC has provided housing, settlement assistance and relational care for some 500 refugee claimants from over 40 different nations who have arrived in Metro Vancouver. If you wish to join an organization which is on the cutting edge of the refugee cause and seeking to respond to the ever-increasing need of a hidden refugee population, then we invite you to consider joining the team at Journey Home Community. Previous fundraising experience and skill in developing new initiatives are necessary qualifications.

MANDATE: The Development Officer will work in collaboration with the Executive Director to oversee the development of financial resources for the organization.

TIME COMMITMENT: This is a full-time position and will appeal to someone who is self-motivated and enjoys schedule flexibility. As it is not a "9 to 5" position, the role will require some evening and weekend work and travel throughout the Lower Mainland. The successful candidate will also be committed to engage in ongoing learning in the development field on their own time.

CORE COMPETENCIES

Managing Performance The ability to take responsibility for one's own performance by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

Interpersonal Awareness The ability to listen well, interpret, and discern others' concerns and feelings and to communicate this awareness empathetically to others.

Oral and Written Communication The ability to express oneself clearly in conversations and interactions with others; the ability to express oneself clearly in business writing.

Communication Response The ability to effectively interpret verbal and nonverbal communication, to respond to inquiries and tasks in a timely manner and to adapt to a variety of responses to one's presentations and proposals.

Building Collaborative Relationships The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Facilitating Relationships The ability to facilitate multiple donor and partner relationships while simultaneously responding to numerous and varied demands.

Initiative The ability to identify what needs to be done and take independent action to accomplish the determined goals.

Personal Credibility Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.

Flexibility Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.

Christian Spirituality The ability to provide leadership in Christian spiritual practices.

RELATIONSHIPS

- Reports directly to the Executive Director.
- Meets with the staff leadership team as necessary.
- Connects with our project partner organizations.
- Meets with event participants and donors including individuals, businesses, churches and foundations.

RESPONSIBILITIES

1. Work in collaboration with the leadership team to develop a plan for locating and recruiting donor partners.
2. Build and grow a network of donors for JHC. This will include but not be limited to the following:
 - Assist the Executive Director with donor management and the implementation of the organizational fundraising plan.
 - Build a list of prospective donors, cultivate appropriate relationships and move them to a point of solicitation.
 - Administer donor records and database.
 - Report to funders as required.
 - Research appropriate grant opportunities and write applications.
 - Locate corporate sponsors for the Vancouver Ride for Refuge and oversee the JHC Ride for Refuge campaign.
 - Develop church, community and corporate financial partners.
3. Provide leadership for the organization's social media communications and assist with promotion and publicity tasks including newsletter and other print media.
4. Carry out additional tasks as assigned by the Executive Director.
5. Assist with and attend organizational meetings and events as required.

6. Uphold all values and adhere to all policies and procedures of JHC including a confidentiality agreement that pertains to the organization and its clients.
7. Support staff and community members in prayer and through spiritual guidance rooted in the Christian tradition.

ORIENTATION AND TRAINING

The successful candidate will receive appropriate orientation to Journey Home Community within their first weeks of employment. This will include opportunities to connect with refugee families, a review of organizational policies and procedures and participation in fundraising workshops, forums and events. There will be ongoing opportunity to gain familiarity with the refugee cause and with the organization's mission and activities.

APPLICATIONS

Interested candidates may send resume with cover letter to info@journeyhomecommunity.ca by March 11, 2018. Position will begin as soon as possible.