



Rural Ontario Institute Fund Development Officer

Job Title:	Fund Development Officer
Reports to:	Executive Director
Status:	Full-time (35 hours per week, Monday-Friday) one-year contract with expectation of extension.
Compensation:	Salary: \$65,000 - \$75,000 annually Paid vacation days Office closure December 25 – January 1
Location:	Remote (team works remotely across Ontario with some travel required for meetings and events throughout year)

Who We Are

The Rural Ontario Institute (ROI) is a charitable organization dedicated to rural community economic development. We deliver programs that develop strong leaders who are critical voices around opportunities and key issues facing rural and northern Ontario. These programs include the Advanced Agricultural Leadership Program (AALP) and Rural Change Makers for youth ages 18-35. We also provide rural data research and analysis for evidence-based decision-making including the Rural Housing Information System and the Rural Community Wellbeing Dashboard. ROI is governed by a volunteer board of directors who represent a wide range of rural interests.

Position Overview

Reporting to the Executive Director and working closely with the Leadership Programs Director, ROI team and the Funding and Development Committee of the Board, you will help to align fund development activities with ROI's strategic priorities and program outreach. As a key team member, you will play a pivotal part in driving revenue generation, stewarding donor relationships, writing grant proposals and contributing to ROI's long-term financial sustainability.



Key responsibilities

In collaboration with the Executive Director, the Leadership Programs Director and the ROI Team:

- Review, update and execute ROI's fund development activities plan
- Lead the fundraising process from prospecting and initial approach to securing commitments and a portfolio of long-term relationships that include individual, organizational, corporate, and grant funders at local, regional, provincial and federal levels.
- Conduct research on current and prospective donors and develop strategies for donor solicitation.
- Communicate with prospects and donors in person, via email/phone/video conference to enhance relationships and to secure resources.
- Plan and support other donor-centered, in-person and virtual events.
- Update, maintain and enhance ROI's Client Relationship Management system with attention to accuracy and create and monitor ongoing communications.
- Develop high-quality, targeted, detailed funding presentations/proposals and grant applications.
- Use knowledge of funding environment to identify and monitor government, industry and foundation channels for prospective funding sources that will support ROI programs and operations and recommend opportunities to the appropriate program lead.
- Coordinating with program leads, drive the creation of funding submissions with minimal supervision. Research, develop with compelling narratives, review, edit and submit grant proposals. Prioritize projects to keep multiple applications moving in a timely manner.
- Provide staff support to the Funding and Development Committee of the board.
- In addition to managing a robust donor pipeline, collaborate with the leadership team, Board members, and volunteers to support the overall fundraising strategy and ensure the success of both annual and multi-year capital fundraising initiatives.
- Prepare progress, evaluation and stewardship report content.
- Assist the Communications team with the creation of materials related to fund development.
- Keep informed of successful fundraising techniques and best practices.
- Other duties may arise from time to time.

You Are:

- Creative, flexible and results-oriented with a clear understanding of how to direct all fundraising initiatives to support and reinforce our mission and vision.
- An engaging ambassador initiating outreach to our various stakeholders including AALP Alumni, agriculture industry professionals, donors, charitable foundations, grant bodies and the public.
- A collaborator, a leader, a visionary, and a storyteller.
- Detail-oriented – You recognize the importance of the fine details in written words and visuals.
- Excellent in communicating messages that share ROI's mission and values in an unbiased and accurate way clearly and effectively to every audience.
- Strategic in your thinking, able to visualize what is needed, create calendars and

schedules, and achieve your targeted objectives.

- Organized, able to handle multiple responsibilities at the same time.
- A self-starter with proven ability to create and implement fresh and effective processes to improve the overall integrity of our work.
- Resourceful asking for what you need, sharing your talents and acting to enable problem solving and leverage opportunities.
- Innovative, you educate and engage people and use all media available to you.
- A team player – You can work cross-functionally with teammates who have different areas of expertise in both a virtual work environment and during occasional in-person events.

Competencies & Other Requirements

- 2 – 5 years' experience in fund development in the corporate and/or not-for-profit sector with a track record of cumulative portfolio and financial success.
- Experience developing and implementing fundraising plans/campaigns
- Demonstrated implementation of effective fundraising including strategy and associated work plans.
- Strong administrative skills.
- Strong interpersonal skills with an ability to connect with a range of stakeholders.
- Financial acumen.
- Excellent oral and written communication skills; proposal writing, public speaking, presentations.
- Proficiency with the Microsoft Office suite, Customer Relationship Management software, Canva, and fundraising databases.
- Strong team player who can interact with all staff positions and prioritize diverse needs.
- Ability to stay independently motivated and productive in a virtual work environment.

How to apply

Please send your resume and cover letter to esinclair@ruralontarioinstitute.ca. Applications will be accepted until January 3, 2025, at 4:30 p.m. with an anticipated start date of late January/early February 2025.

The Rural Ontario Institute embraces diversity and equality and is committed to building a team with a variety of backgrounds, skills and views.