



Diocese of Huron

THE ANGLICAN CHURCH OF CANADA

POSITION DESCRIPTION

POSITION TITLE: Development Officer, Camp Huron

GENERAL INFORMATION

The Development Officer contributes significantly to the growth and sustainability of Camp Huron's programming for children and youth. This role is responsible for managing the writing and submission of grant applications, and leading annual fundraising and donor recognition. The Development Officer stewards relationships with new and existing donors and volunteers, and provides support to the Camp Director on recognizing major gift donors.

This is a full-time, 32.5 hour per week role which has significant responsibility for strategic planning to develop alternative revenue streams in the shoulder seasons.

KEY RESPONSIBILITIES

Grow Awareness and Attract New Campers:

- Create and implement a promotional plan by employing websites, social, digital, and print media to grow awareness and camper registration
- Meet goals for increasing camper registration
- Plan and implement in-person opportunities for potential camp families to tour the site.
- Meet and work alongside young adult staff to create grassroots social media content.
- Take and curate photographs for promotional and archival purposes.
- Produce short promotional videos.
- Attend diocesan meetings and gatherings to share the good news of our camp Ministry.

Develop Funding and Revenue Strategies

- Cultivate opportunities for the expansion of camp use in the shoulder seasons
- Create a 5-to-10-year plan to develop revenue streams including rentals
- Work collaboratively across departments to compile the necessary information reports and grant applications

- Research funding prospects and keep an eye on grant and funding trends
- Acts as the project lead on the annual appeal
- Nurture potential donors and volunteers.
- Manage donor recognition and stewardship
- Set up and oversee via a third-party vendor, an online camp store to sell camp branded merchandise year-round

Support Camp Alumni Association:

Work alongside our newly forming alumni association, planning events, located onsite, across the diocese, and online.

- Other duties as assigned.

QUALIFICATIONS

- Post-secondary education in a related field
- Fundraising experience in a not-for-profit setting
- Knowledge of Camp Huron and the Diocese of Huron
- Proven success with donor prospecting, relations, stewardship and recognition
- Experience managing complex projects with specific targets
- Knowledge and experience in website development, social media, and print media
- Knowledge and experience in data-base management, the use of design tools like Canva, and other promotional tools that will help promote the camp.

SKILLS

- Creative approach to cultivating new opportunities
- Solid understanding of basic fundraising principles
- Superior verbal and written communication skills, and ability to confidently interact with individuals at all levels
- Efficient while maintaining a high level of accuracy and attention to detail
- Organised, systematic and able to prioritise, schedule and perform complex tasks on time and with minimal supervision
- Able to maintain confidentiality; demonstrate sound judgement and discretion
- Positive, solutions-based attitude