



Partnership Development Officer

Full-time, one-year contract

The North Grove strives for a staff team that is diverse and reflective of our community. Individuals who identify as Indigenous, African Nova Scotian, Black and/or other racially marginalized persons or another group that is under-represented in workplaces are encouraged to apply and self-identify.

About The North Grove

The North Grove (www.thenorthgrove.ca) is a dynamic community hub, situated in the North Dartmouth community. Our Family and Community Food Centre offer programs, services and space for people to learn and connect through family support, food, and friendship.

Our approach is rooted in strengths-based practice. This practice sees all members of our community as having resourceful and resilient qualities and strives to support individual's self-determination. We seek applicants who share our commitment to working within this model.

The Opportunity

We are looking for a Partnership Development Officer to join our dynamic team in Dartmouth North. The Partnership Development Officer is a new, entry level position specially designed for a creative spirit who absolutely loves all the little details. You will work closely with our Director of Partnership Development and our Communications and Partnership Coordinator on our person-to-person fundraisers and other events, our annual giving processes, especially donor recognition and stewardship, and keep track of it all through our donor database.

Our ideal candidate has a work, educational or volunteer background in fund development, adores setting up and following processes and is exceptionally well organized. Databases don't scare you because you love keeping accurate records and using data to make strategies more efficient and effective. You're in your happy place when you're working on the important details behind excellent events.

You are curious, creative and nimble, have excellent writing and interpersonal skills and can't wait to find meaningful ways to connect with and recognize our partners.

Hours: Full-time (37.5 hours), one-year contract to start with possibility of renewal.

What you will do:

Events

- You are our head cheerleader! You lead our participation in events like the Blue Nose Charity Challenge, a person-to-person fundraiser that raises funds for The North Grove and brings together staff, partners, and volunteers with participants in our weekly Walking Club for a 5k walk on Blue Nose race weekend.



You will build and motivate the team and find creative ways to raise funds. You will identify and reach out to potential corporate partners, provide support with Race Roster, our donation portal, and thank participants and record donations in our donor database.

- You will also play similar roles in our other events as required.

Annual Giving

- You will help The North Grove increase its annual giving, strengthening its outreach to donors and bolstering the processes around these annual campaigns. You will play a key role in implementing our end of year campaign.
- Your tasks include direct mail, tracking, recording and recognizing donations

Partnership Development

- Manage our donation experience from administering donations in our database and generating tax receipts, to helping thank and steward the contributions of our partners, donors and other supporters
- Help connect with and bring in new donors to The North Grove
- Work with our Fund Development committee on funding proposals, presentations and reports
- Participate in broader activities that support the organization: tours, videos, fundraising opportunities, special events, etc.

What you will bring:

- Superior writing, listening and communications skills
- Excellent ability to organize and track multiple projects and deadlines
- Attention to details and discretion with personal information
- An aptitude and interest in databases
- Experience and interest in working with diverse communities using a strengths-based approach, showing sensitivity to those who experience poverty/discrimination a necessity
- Education in a related field of study or equivalent experience
- Strong commitment to social justice

This is an entry level position with a salary range of \$32,000- \$39,000. The North Grove strives to be an employer of choice and our contract positions include benefits, generous vacation time, and an employer-funded RRSP. To apply, please send a cover letter and resume in one document by email to Anne-Marie McElrone amcelrone@thenorthgrove.ca under the subject line: **Application for Partnership Development Officer.**

Applications must be received by end of day Monday, August 9, 2021 at 11:59pm. Only applicants selected for an interview will be contacted. We do not accept resumes on site/at the door. Thanks.

