



Internal Job Opportunity

About the CFPC

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for a Development Specialist

Posting #:	2019-05
Department:	Foundation for Advancing Family Medicine
Division:	Foundation for Advancing Family Medicine
Reports to:	Executive Director, Foundation for Advancing Family Medicine
Classification:	Support Staff
Job Family:	Professional/Knowledge Worker
Status:	Permanent
*FTE:	1.0
Level:	5
Posting Date:	August 18, 2020
Closing Date:	August 25, 2020

Summary:

The Foundation for Advancing Family Medicine (FAFM) is dedicated to advancing the discipline of family medicine through research and education initiatives. Contributions to the FAFM continue to fund numerous awards, grants, and scholarships, as well as initiatives to support the training and continuing professional development of medical students, family medicine residents, and family physicians. The FAFM advances excellence in research, education, and service in family medicine through philanthropy and is proud to support the family doctors of today and tomorrow.

The Development Specialist supports the Executive Director in managing the implementation of all development activities and operates as a member of the foundation's team that includes marketing, communication, and administrative competencies.

Main Responsibilities

The Development Specialist is responsible for coordinating all aspects of administration fundraising initiatives including, but not limited to initiatives that are part of the annual Development Plan, initiatives taking place during the annual Family Medicine Forum and ad-hoc projects.

Essential Duties include:

- Contributes to the development, implementation, and execution of all fundraising activities
- Manages ongoing and special fundraising efforts and participates in the cultivation, solicitation and stewardship of prospects and donors
- Maintains accurate records using the fundraising database (currently being selected) and associated reporting tools
- Maintains in-depth knowledge of the College's and FAFM's fundraising priorities
- Researches prospects and generates leads with the support of Metasoft software
- Generates and formats donor mailing lists for department use
- Liaises with the team members as necessary to coordinate activities
- Tracks mailing and emailing and liaises with donors regarding any pertinent issues
- Responds to donors' written and phone inquiries in a professional and timely manner
- Liaises with IT staff to ensure accuracy of automated functions
- Helps manage fundraising events and public activities
- Ensures accurate entry of donor data
- Provides timely and courteous communications and customer service to donors and prospects
- Ensures accuracy of all data and information in all documentation related to gifts

Requirements:

- Bachelor's degree
- Post-secondary fundraising management certificate preferred
- Minimum 3 years relevant experience in a charity setting
- Advanced training/proficiency in data entry, database management, and donations processing
- Working knowledge of Microsoft Office Suite (i.e. Microsoft Word, Excel, PowerPoint, Outlook)
- Experience with research databases, CRM and SharePoint is an asset
- Attention to detail and accuracy are essential
- Ability to maintain a high degree of personal initiative and professional demeanor
- Experience engaging with donors and building connections for investment to achieve ambitious outcomes
- Ability to successfully develop and cultivate relationships with a wide variety of constituents including donors and CFPC members
- Ability to interact with executive-level individuals, government officials, donors/prospects, and volunteers with an understanding of protocol and confidentiality is required
- Adept at working with people across teams at various levels within an organization
- A keen interest in supporting the FAFM's mission
- Effective interpersonal skills and ability to work effectively in a fast-paced team environment

- Very strong problem solving, organizational and prioritization skills with ability to manage multiple initiatives simultaneously under tight deadlines
- Ability to exercise good judgment
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French language (verbal and written) an asset

Working Conditions:

- Open concept office environment
- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday
Occasional evening/weekend work including travel to annual FMF conference in November

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2019-05 to: Lori Deeley, ldeeley@cfpc.ca by August 25, 2020.

Note, internal applicants are required to notify their manager if/when they are invited for an interview.

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

*Full-Time Equivalent

