



## **Development Officer (Part-Time, One-Year Contract)**

The Ottawa Jewish Community School (OJCS) is an all-day, trilingual elementary school that aims to develop academic and personal excellence in our students in an inclusive, caring and pluralistic environment grounded in Jewish religion, culture and values.

The Development Officer plays an important role in strengthening the school's philanthropic capacity and supporting meaningful community engagement. This is a part-time, one-year contract position. We offer a supportive working environment with flexible scheduling arrangements. If you are someone who is motivated to build strong donor relationships and contribute to the sustainability of a values-based educational institution, OJCS would like to hear from you.

### **The Opportunity**

The Development Officer is responsible for supporting and implementing fundraising and development activities for OJCS, with a focus on donor stewardship, annual giving, and community engagement initiatives over the term of the contract.

### **What you will be responsible for day-to-day:**

- Supporting the planning and execution of fundraising initiatives, including annual giving campaigns and targeted appeals
- Managing and strengthening donor relationships through ongoing stewardship and engagement
- Maintaining accurate donor records
- Coordinating fundraising communications in collaboration with school leadership
- Assisting with grant research, drafting, submission and reporting requirements
- Supporting the planning and execution of fundraising events
- Tracking donations and supporting the issuance of charitable tax receipts
- Providing regular updates and reports on fundraising activity and progress
- Supporting the development and implementation of donor recognition initiatives
- Working with school leadership to identify new fundraising opportunities and community partnerships



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### **Who we are looking for:**

- Experience in roles involving relationship-building, client service, fundraising, community engagement, sales or similar people-focused work
- Strong interpersonal skills with the ability to build trust and maintain long-term relationships
- Experience engaging with community networks or stakeholder groups, and the ability to establish credibility within a community-based environment
- Self-starter with the ability to work independently and take initiative
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Excellent communication skills, both written and verbal
- Comfortable working in a mission-driven environment and engaging with a diverse community
- Proficiency with Google Suite, and experience with mail merge
- Knowledge of Little Green Light (LGL), or similar fundraising software, is considered an asset

### **Job Type**

Part-time, Salary Range: \$35,000 - \$40,000 plus benefits

**Application Instructions:** If interested, please email a cover letter and resume to [work@theojcs.ca](mailto:work@theojcs.ca), to the attention of Keren Gordon, the Interim Head of School. Only applicants who are being actively considered will be contacted.