



2258 Mountainside Drive  
Burlington ON L7P 1B7  
905.635.1106

## Resource Development Officer

\$48,000-\$52,000 per annum  
Employer-sponsored benefits after 3 months  
Three weeks' Vacation  
Burlington ON

**Are you looking to take the next step in your career or maybe more seasoned and looking for not quite full-time work but something that allows you to have an impact?**

Food for Life Halton & Hamilton is the regional leader in rescuing and distributing GOOD fresh and frozen food. We support the community by providing healthy food to a network of non-profits and partners who offer food support programs. Food for Life is a thought leader in the space, built on a unique supply chain model that is driven by environmental sustainability.

Food for Life is at an exciting stage of its evolution, and we are looking for the right person to step in and efficiently put their skills to use in helping us continue our GOOD work by taking a newly created role as **Resource Development Officer**. This role is an exciting evolution at Food for Life as we continue to ensure everyone has access to GOOD healthy food.

This role will have a new adventure each day with the key functional areas being:

- Lead for strategy and execution of our Individual Giving program (50% of the time) including monthly donor program.
- Grant management support including project management, research, and grant writing (15%)
- Development, research, and engagement of community supporters (10%)
- Active participation in special events and corporate solicitations (10%)
- Gift administration with Raiser's Edge and NXT, analysis, and reporting (10%)
- Special projects (5%)

You will work on a team supported by our Directors of Resource Development and Grants and Accountability.

You bring some great skills, a desire to grow, and a can-do attitude. You may have 1 year or 30 years of experience, we are not fussed as for the right person with the right skills we will find a way to make it work!



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This role is primarily based in our main office in Burlington just off Guelph Line and the QEW but with flexibility for remote work arrangements for 1-2 days a week.

A couple of things we do need you to bring for sure are a strong understanding, perhaps even expertise with Raiser's Edge and NXT with demonstrated experience in all aspects of gift administration and of course demonstrated experience in identifying and implementing an individual giving program.

Strong project management is considered a critical asset to your toolbox of talents.

### **About YOU**

You are comfortable working in a caring environment that involves a combination of in-person and remote work and having the fashion sense of wearing steel-toed safety shoes as required.

You are an active learner with experience in the charitable business sector or similar corporate experience.

You have a Disney-esc in your approach to customer service and are keenly aware of the vital role that good data means in the overall impact of an organization and you strive to deliver a second-to-none experience.

You have strong project management skills, including the ability to set and track goals, meet deadlines, and handle a normal volume of work. You enjoy getting things done well and on time.

You own your errors and understand and appreciate that failure is a key part of growth and development.

You are resilient and creative in face of challenges and look for opportunities to grow and enhance your skills and share your expertise and knowledge with others.

Finally, you have a passion for other areas of our mission as part of your role will be to engage some of your paid time to better understand and support other functions as part of your ongoing development.



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### **WHAT YOU'LL GET IN RETURN**

- Flexible hours and working arrangements
- Starting salary of \$48,000-\$52,000 per annum
- Three-week annual vacation plus supports like Wellness Hours and many other great staff benefits
- Supportive fully sponsored benefits plan after three months.
- A chance to work with an amazing team in a dynamic environment

### **TO START YOUR NEW ADVENTURE**

Food for Life is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require accommodation, please advise us in advance of our meeting.

Please email your resume as a pdf to [mynewadventure@foodforlife.ca](mailto:mynewadventure@foodforlife.ca)

*Word documents will not be opened.*

Consideration of applications will begin immediately and continue until the position is filled.

We would like to thank all applicants for applying for this position, however, you will only be contacted if your candidacy is being considered.

Learn, volunteer, donate.

FoodForLife.Ca