



**Internal/External Posting
Senior Development Officer
Full-Time Permanent Non-Union Position**

Nellie's is a place of respite and rejuvenation for women* and their children navigating a variety of challenges. Through community outreach, skill-building programs, and space for the unhoused to find shelter, clients are empowered to take steps to change their lives. We welcome people who seek guidance as they reclaim their strength and tap into their resilience to find a new path for their life. The individuals who come through the shelter or access our community outreach programs come to us with unique experiences and needs. Nellie's mandate to help all women and their children, regardless of circumstances is what makes the organization's work essential.

Our core operations involve our 40-bed emergency shelter for women and their children who are homeless or escaping violent situations. In addition to our shelter, Nellie's operates Community Support and Outreach programs that provides after care support and follow-up services to women and their children after they leave the shelter, as well as transitional housing support for women living in the community who are homeless or at-risk of becoming homeless.

Nellie's is currently looking to hire a **full-time Senior Development Officer** to strengthen our development team and grow revenue to support our new facility and the programs and services provided. The incumbent must be organized, enthusiastic, and adaptable, detail oriented, a strong collaborator, with an interest in fundraising for underserved women and their children.

JOB DESCRIPTION

Under the general direction of the Executive Director, the incumbent is accountable for overseeing the planning, implementation and achievement of all fundraising activities, including major gift fundraising, direct mail solicitations and online giving. The incumbent is also responsible for developing fundraising opportunities from individual and family foundations and helping to grow corporate donors to support the agency's strategic fundraising priorities and \$1M annual goal. The incumbent will also ensure effective stewardship takes place following a gift to maintain the donor's involvement, interest and continued support. Some evening and weekend work is required.

Development Activities:

- Advance the profile of Nellie's to donors, prospects and the community to inspire ongoing commitment which will ensure necessary resources to meet the agency's current and future needs.
- Support and work closely with the Executive Director to actively engage new prospects and build strategic moves for existing relationships with donors at all giving levels

- Develop targeted solicitation strategies, customized proposals and grant submissions
- Direct proactive research and participate in ongoing prospect identification, taking responsibility to acquire new corporate donors
- Ensure that all gifts are received in accordance with Canada Revenue Agency and Nellie's gift acceptance policies
- Help grow revenue generating Third Party fundraising initiatives

Donor Relations and Stewardship:

- Connect with donors on a regular basis to share news, updates, Impact Reports, annual reports; provide customized correspondence and reports
- Foster relationships with a diverse community of donors
- Work within a "Donor-Centered" framework, helping to advance a culture of philanthropy throughout the agency

Communications:

- Working in conjunction with the Executive Director, and external consultants draft and ensure consistent messaging and quality in development and stakeholder communications, including customized Impact Reports and social media posts
- Draft customized proposals and communications
- Represent Nellie's at select meetings and events to support development initiatives
- Lead and/or participate in public speaking presentations and 1-on-1 stakeholder meetings in person and through Zoom

Qualifications:

- University degree or equivalent experience
- Minimum 3 years fundraising experience
- Demonstrated track record in cultivation and solicitation of gifts over \$10,000
- Demonstrated ability in proposal writing
- Must possess the ability to think strategically and work independently in driving new initiatives or enhancing existing programs
- Superior communication and interpersonal skills
- Public speaking experience to small and midsize groups
- Must have advance knowledge of Raiser's Edge NXT

Advantageous Criteria:

- Experience working in a social service organization
- An understanding of working within an Anti-Racism/Anti-Oppression framework
- Demonstrated commitment to working with marginalized women

Hours: 35 hrs/week – Monday to Friday 9am to 5pm, this position is hybrid.
Salary: Starting at \$67,000 annually
Date of Posting: January 27th, 2026
Deadline to Apply: February 27th, 2026

Nellie's is committed to the development of an agency that reflects the women it serves. This position is open to all women*. Woman* signifies anyone who self-identifies as female, femme and/or woman. This includes transwomen, cisgender women, non-binary people who identify as femme or female presenting. Applications from equity seeking groups are strongly encouraged.

Please submit your application by email to hr@nellies.org. We thank all applicants for applying, however, only candidates selected for an interview will be contacted. The successful candidate will be required to provide a Police Records Check for the Vulnerable Sector prior to starting.

Nellie's is a unionized workplace with the Workers United Canada Council.