



Canadian Liver Foundation  
Fondation canadienne du foie

*Bringing liver research to life*  
*Donner vie à la recherche sur le foie*

**Position:** Development Officer, Philanthropy  
**Location:** National CLF office, Markham  
**Job Type:** Full-time with flexibility of WFH  
**Wage:** 45,000.00 – 60,000.00 Salary range per 35 hours a week

Applications are accepted through [hr@liver.ca](mailto:hr@liver.ca) only. We thank all candidates for their submission, but only those applicants selected for an interview will be contacted directly.

### About the Canadian Liver Foundation

Founded in 1969 by a group of doctors and business leaders concerned about the increasing incidence of liver disease, the Canadian Liver Foundation (CLF) was the first organization in the world devoted to providing support for research and education into the causes, diagnoses, prevention, and treatment of all liver disease.

We resonate as the anthem for liver health, uplifting millions of Canadians on every twist and turn of their health journey. Whether it's a day of challenge or celebration, we stand unwaveringly by their side. Our community health programs are not just ventures but visions of hope, and our innovative research seeks to craft a tomorrow free from liver disease. The fuel behind our mission? Teamwork, dedication, and a vision for constant evolution. We are an innovative team, shaping change through close collaborations, internally and with partners. We are committed to develop our people professionally and individually. Our conducive work environment and culture empowers our people to stay healthy and well.

### Employment Opportunity Overview:

Reporting directly to the Vice President, Fund Development, the Development Officer, Philanthropy is responsible for supporting the achievement of revenue goals by growing our base of small but mighty donors including individuals, corporate and foundations. This position will identify, engage, steward, and renew existing and new donors, in their support of CLF's work nationally. The role will specifically support the fund development department focusing on Annual Giving, Corporate Giving and Foundations.

### Responsibilities & Accountabilities (but are not limited to):

#### Annual Giving:

- Participate in planning activities in collaboration with team members, to identify and implement fundraising goals and objectives annually and within our 5-year strategic plan



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- Work closely with the Senior Manager, Fundraising to coordinate the logistics required for fundraising activities including direct mail, digital fundraising, telefundraising and monthly giving
- Generate reports on campaign results

### **Corporate and Foundation Giving**

- Develop, build, and support relationships with an existing pipeline of corporate and foundations donors and prospects
- Support the administration of complex grants, including collaborating with internal partners to gather program information and developing and executing communication plans.
- Prepare acknowledgement reports for grants and foundations donors
- Prepare and submit highly relevant, compelling grant and foundation applications, working closely with Senior Manager, Foundation Giving, Programs staff, and Finance
- Research and identify grants and foundation opportunities that align with philanthropy objectives, in collaboration with Senior Manager and VP, Fund Development

### **Stewardship/Donor Relations**

- Support Committee Meetings with agendas, meeting notes and supporting volunteer request
- Ensure timely donor stewardship and recognition following the receipt of financial commitments from supporters (and at touchpoints throughout the year)
- Maintain donor records and associated activities in donor database ensuring a high level of accuracy
- Prepare reports for tracking donations, results, and reconciliation against financial records
- Prepare stewardship reports for donors and manage weekly stewardship acknowledgements for all gifts
- Responsible for thank-you calls to donors and weekly stewardship reports and batching of donations reports

### **Education and Experience - REQUIRED**

- College Diploma/Bachelor's degree or equivalent plus two to three years of non-profit experience
- Two to three years of experience with Raiser's Edge NXT and RE Database view
- Advanced Microsoft Office Skills including high proficiency in Microsoft Excel
- Strong attention to detail with high degree of accuracy and good customer service skills
- Strong writing skills
- Excellent problem solving and time management skills; strong organizational skills, self-motivated



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### **Other personal attributes**

- Desire to join CLF culture and align with our values: **All embracing, Compassionate, Authentic, Transformative**
- Team player and capable of thinking outside the box.
- Ability to make sound, timely, and accurate judgment while supporting reasoning for decisions.
- Ability to communicate professionally.
- Self-starter, resourceful, flexible, and well organized.
- Professional, responsive, and possess a positive work attitude.

### **Benefits of Employment:**

- 3 weeks of vacation
- Eligible to enroll in Health benefits (after 3 months of employment)
- CLF Summer Hours – 4 extended long weekends (Friday – Monday) from Victoria day to Labour day
- 12 sick/personal days per year (not bankable)
- Week between Christmas and New Year's Office Closure: paid days off
- In addition to statutory and provincial holidays, paid days off for Easter Monday, Remembrance Day and National Day for Truth and Reconciliation

*Canadian Liver Foundation is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, indigenous persons of any gender identity and sexual orientation, and newcomers. We provide accommodation at all stages of the selection process and through employment in accordance with the Human Rights Code and AODA.*

*We, at the CLF, are extremely passionate about our common mandate and we believe that each of our team members contributes in their own specific role to reach that goal and we strongly encourage individuals with **lived-in experience** and those that have faced barriers to apply for this position.*