

JOB POSTING
DEVELOPMENT OFFICER (OPERATIONS)
Full-time position

WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all people living on a low income across Canada.

We are at an exciting juncture in our work. In its 2024 Budget, the Government of Canada committed \$60 million over 5 years to Prosper Canada to expand free community financial help services to reach 1 million people with low incomes and connect them to an estimated \$2 billion in additional income. We are seeking talented and dynamic individuals who share our passion for financial empowerment to join our team to help us realize this transformative opportunity.

At Prosper Canada, we value being collaborative, human centred, and forward thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is at the core of what we do and who we support to build financial health. Our financial empowerment efforts focus on equity-seeking groups including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities.

We strive to create a culture where all feel valued, respected, and a true sense of belonging. We seek to bring diverse perspectives that represent the lived experience, needs and challenges of equity-seeking groups.

Join us in supporting and empowering everyone in Canada to prosper.

THE OPPORTUNITY

Prosper Canada is seeking a Development Officer (Operations) to support our fundraising growth and improve our fundraising program processes and administration.

Reporting to the Senior Manager, Development and working with other staff across the organization, you will be responsible for day-to-day development project management, process implementation and improvement, and related data management and administration.

COMPENSATION

The salary range for this position is \$50,000 – \$60,000.

Employee benefits include health and dental coverage, employer RRSP contribution, [Common Good](#) retirement savings plan, paid personal and sick days, 15 paid vacation days, paid time off when we close the office from Christmas Eve through New Year's Day, and professional development opportunities.

SUMMARY OF RESPONSIBILITIES

Your responsibilities will include, but are not limited to:

- Leading project management for discrete internal projects, such as development of funding proposals and budgets, coordinating preparation and finalization of funding contracts, and other business development projects.
- Ensuring consistent and coordinated implementation, and continuous improvement of, our donor stewardship and recognition programs and policies, including improving specific processes such as tax receipting, invoice generation and thank you letters.
- Working effectively with relevant internal teams to establish clear roles and responsibilities with respect to donor stewardship and recognition processes, and collaborating to simplify and improve processes across teams.
- Effectively coordinating internal teams to ensure gift receipt and recognition processes for major gifts from companies and foundations, government grants and individual donations are effectively implemented on a timely basis.
- Centralizing donor/funder data into a single data repository, improving compliance and eliminating redundancy (e.g., removing donor data in spreadsheets).
- Driving accurate and effective donor data management, report generation and process automation where possible.
- Conducting data analysis and generating reports to support development activities and decision-making – e.g. general reporting on business development efforts, prospect-to-donor conversion rate, growth by revenue type, categorization of funders.

- Issuing timely documentation – e.g. invoices, tax receipts, and thank you letters.

EXPERIENCE & COMPETENCIES

If you don't meet all of our requirements, but believe your skills and experience are applicable or transferable, we would love to hear from you!

Apply if you meet most of these requirements:

- Data driven, results oriented and an entrepreneurial self-starter
- Experienced with project management in a fundraising environment
- Skilled at process improvement and process management in a collaborative multi-team environment
- Experienced with relevant fundraising approaches and supporting software and tools – particularly Microsoft Office 365 suite and CRM software (e.g., DonorPerfect)
- Very comfortable working with donor data and analytics.
- Highly adaptable and adept at working collaboratively with others
- Excited to work in a fast paced, team oriented, charitable fundraising environment
- Motivated by bold aspiration and the opportunity to help foster greater inclusion and opportunity for people with low incomes.
- Want to help us form deep and lasting partnerships with funders to grow our track record of transformative impact.

Prosper Canada also values/welcomes:

- Experience and knowledge related to issues of poverty, economic inclusion, and financial empowerment
- Applicants from all racialized groups, including black, Indigenous, and people of colour
- Applicants of all gender expressions and sexual/romantic orientations, including queer, trans, non-binary, and people who identify as two-spirit
- Applicants experiencing intersectionality
- Your personal experience of living on a low income, being a newcomer, or living with a disability and the insights and perspectives this would bring to your work
- Your understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities.

Please tell us about yourself in your cover letter and highlight how your lived experiences helps you to understand the needs and challenges faced by equity-seeking groups.

We are committed to making accommodations for all candidates and staff with temporary or permanent disabilities.

APPLICATION DETAILS

Application due:	Until filled
Start date:	As soon as possible
Travel required:	Minimal
Location:	60 St. Clair Ave. East, Suite 700, Toronto ON and/or home office

Prosper Canada offers a hybrid work environment with staff largely working from home but having the option to work in the office when they prefer or as needed. Staff are periodically required to attend onsite meetings and training sessions and some teams also opt to meet regularly in person. We value in-person connection but expect many staff will want to blend inoffice and remote work and look forward to discussing hybrid options with candidates.

Office attendance:	Approximately 1-2x a month.
How to apply:	Email your resume and a cover letter to info@prospercanada.org with the subject line: "Application – Development Officer (Operations)"

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews with candidates will be conducted virtually. If you require any accommodation to have a successful interview, please let us know.