

JOB POSTING, DEVELOPMENT OFFICER (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

Reporting to the Manager, Development, the Development Officer is a core member of Prosper Canada's growing fundraising team. The Development Officer is a new role and will deliver high-quality administrative, stewardship, and coordination support across our development activities.

This is an exciting opportunity to work in a mission-driven organization that is scaling its national impact and investing in long-term, sustainable fundraising growth. The ideal candidate is highly organized, detail-oriented, and passionate about supporting donor engagement. They thrive in a collaborative environment and will bring strong writing, project coordination, and communication skills to the role.

COMPENSATION

The salary range for this position is \$57,500 to \$72,500.

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:

Development operations and prospect research

- Support donor engagement across all stages of the fundraising cycle by coordinating cultivation, solicitation, and stewardship activities that **strengthen relationships and retention**.
- Act as DonorPerfect lead, ensuring effective processes are implemented, resulting in **timely and accurate gift processing and donor acknowledgment**.

- Ensure the maintenance of up-to-date and robust donor records and the proactive and innovative use of DonorPerfect to **effectively support donor relationship management.**
- Effectively manage all online donations and external donation portals to **ensure a seamless donor experience.**
- Support monthly financial reconciliation in collaboration with the Finance and Administration team to **ensure accurate and up to date financial records.**
- Coordinate logistics for donor and partner meetings, including scheduling, agendas, note-taking, and follow-ups to **help ensure well-supported and productive donor meetings.**
- Contribute to detailed prospect research and briefing notes, ensuring value-added information gathering to **enrich Donor Perfect content and inform cultivation and relationship strategies.**

Donor stewardship, communications and relationship management

- Draft high-quality donor communications, including personalized acknowledgements and updates, to **ensure engagement materials reflect donor interests and reinforce impact**
- Implement and maintain stewardship schedules and calendars, ensuring all touchpoints are timely, coordinated, and aligned with broader development goals **supporting a high impact solicitation and stewardship program.**
- Assist in preparing tailored proposals and reports, gathering data, compiling content, and ensuring accuracy to **support fundraising success and compliance.**
- Develop tailored impact and stewardship materials, working closely with the communications team and Manager, Development, to **showcase donor contributions and highlight achievements.**
- Plan and execute donor recognition activities, including virtual and in-person events, to **foster donor engagement and build community.**

Team contribution and collaboration

- Strengthen team culture, effectiveness, and results through the daily practice of communication, collaboration, and empathy.
- Support team resilience during peak workload periods by assisting team members when needed, enabling the team to meet deadlines and maintain service quality.
- Contribute to a strong sense of purpose and collective impact by engaging actively in team initiatives and supporting achievement of shared goals in day-to-day work.

Professional growth and development

- Enhance your own performance and career growth by integrating feedback, participating in learning opportunities, and applying new knowledge to your work.
- Foster a culture of continuous improvement by modeling curiosity, adaptability and alignment with Prosper Canada's mission and values.

Organizational wellbeing

- Support department and organizational planning by contributing insights from your role and experience.
- Help build a more equitable and inclusive organization by applying equity and inclusion principles in your work and interactions with colleagues, partners and clients.

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! We welcome a range of experiences and backgrounds.

If you meet most of the requirements below, we encourage you to apply:

- 2–4 years of experience in fundraising, donor relations, communications, or a related field in the non-profit sector.
- Strong writing and editing skills, with experience preparing donor communications or public-facing materials.
- Excellent attention to detail and organizational skills; ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office and familiarity with donor databases or CRM systems (DonorPerfect, Raiser's Edge, Salesforce, or equivalent).
- Experience coordinating events, donor meetings, or stewardship activities is an asset.
- Ability to work independently and collaboratively in a fast-paced environment.
- A commitment to diversity, equity, and inclusion, and an interest in learning and contributing to a values-driven organizational culture.

The successful candidate will be expected to quickly develop the following competencies:

- Understand Prosper Canada's mission and vision for the financial empowerment field and explain it to stakeholders.

- Deliver on multifaceted work assignments and small projects that require coordination across teams and partners.
- Proactively manage timelines, flag challenges early, and contribute to maintaining momentum toward team goals.
- Demonstrate strong attention to detail, ensure timely follow-through, and integrate feedback into high-quality deliverables.
- Gather relevant information and perspectives to inform tactical decisions and suggest practical approaches to challenges.
- Develop clear and persuasive written communications tailored to different audiences and contributes to presentation development.
- Works collaboratively with peers and stakeholders, sharing information, resolving differing opinions constructively, and aligning on next steps.
- Display adaptability and openness to change, embrace feedback, and incorporate continuous improvement practices into work.
- Align personal objectives with team and organizational goals, contributing ideas and analysis to planning processes where appropriate.
- Support development of donor communications, reporting, and stewardship materials in alignment with Prosper Canada's values and standards.

Prosper Canada also values and 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 help you understand the needs and challenges faced by equity-seeking groups.

We are committed to accommodation 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 in office and remote work and look forward to discussing hybrid options with candidates.

Office attendance:	Approximately 2-4x a month.
How to apply:	Email your resume and a cover letter to hr@prosperscanada.org with the subject line: "Application – Development Officer"

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.