

Limestone Learning Foundation
Part-Time Development Officer (2 Days/Week)
Two Year Term, with Possibility of Extension
\$20,000 - \$23,000/Year

POSITION PURPOSE:

The Limestone Learning Foundation is dedicated to investing in our students' future and inspiring excellence in education by funding school and classroom initiatives that demonstrate creativity, innovation, empowerment, equity & inclusion and ensuring that an increasing range of educational opportunities will be available for all students, now and in the future.

Reporting to the Limestone Learning Foundation's Board of Directors, the Development Officer is responsible for leading, planning, designing, and executing the organization's annual fundraising programs and events, including leading all annual giving campaigns, identifying, and submitting grant applications that are aligned with the Foundation's strategic goals, maintaining related documentation, and ensuring the donor database is accurate and current. The Development Officer builds and manages relationships with new and existing donors to ensure timely and meaningful appreciation is provided.

EXPERIENCE, KNOWLEDGE & SKILLS

- Relevant fundraising experience in a not-for-profit setting
- Superior interpersonal, oral, and written communication skills
- Excellent organizational and time management skills
- Ability to interact with individuals and organizations confidentially, showing discretion and sound judgement
- Demonstrated understanding of and commitment to equity, diversity, and inclusion
- Familiarity with social media platforms is considered an asset
- Familiarity with school board personnel, general structure and operations is considered an asset

How to Apply

If this exciting and dynamic opportunity aligns with your vision and values, please submit your resume and cover letter outlining how your knowledge, skills and experience will support and advance the work of the Limestone Learning Foundation by Thursday April 7, 2022, at 12:00PM to

LLF-Applications@limestone.on.ca.

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

Additional information about the Limestone Learning Foundation can be found at

<https://llf.limestone.on.ca/>

Commitment to Diversity & Inclusion

The Limestone Learning Foundation is committed to fair and equitable hiring practices that will move us forward in hiring qualified staff who reflect the full diversity and lived experiences within the communities

we serve. Within the education sector, historically under-represented groups in the workforce include people who have traditionally been marginalized based on sexual orientation, gender identity, race, religion, disability (both visible and non-visible), and/or self-identification as First Nation, Metis, Inuit, or Indigenous peoples. We invite and welcome you, through your cover letter, to self-identify as someone who has lived experiences as a member of one or more of these groups and who can bring valuable, diverse knowledge and perspective to the Foundation and the students and communities we serve.

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process.