



February 2019

**Position Title:** Development & Communications Officer

**Start Date:** Immediately

**Reports to:** Director, Development

**About Earth Rangers:**

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child in Canada. We do this through a suite of free programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging – but more importantly, they show children that it's not too late to help the planet, and the things we do today will matter tomorrow.

Founded as a small community organization in 2004, we have since grown to have the largest membership base of any conservation organization in Canada. Our more than 200,000 members, aged 6-12, have each made a commitment to do their part to protect animals and their homes.

The Development & Communications Officer will be an integral member of the Earth Rangers Development department – a small but high performing team. The successful candidate will bring fundraising and communications experience as well as a passion for the Earth Rangers cause.

The Development & Communications Officer will support the Development team with all administrative tasks, while working with the Development Director and Senior Manager to build their own portfolio of donor prospects (primarily \$10,000 and under). This position will be responsible for the development database (eTapestry), and will support the execution of fundraising and stakeholder communications, including social media, corporate website updates and blog posts, and the corporate newsletter. The Development & Communications Officer will also play a key role in crafting creative and effective reports for corporations, foundations and government. The Development & Communications Officer will also work with the VP of External Relations on government communications and engagement initiatives.

**Key Responsibilities:**

Activities for this role include but are not limited to the following:

- Actively solicits and manages funders primarily in the range of \$10,000 and under
- Works with department Director and Senior Manager to steward and solicit larger accounts
- Lead staff member responsible for the maintenance and optimization of the development database (eTapestry), ensuring the accuracy of all information
- Administrative tasks such as thank you letters and receipting as well as other financial reconciliations
- Lead staff member on development communications initiatives, including donor letters, newsletters, the corporate website and social media.
- Work closely with VP External Relations of the creation of the Annual Report

- Work closely with VP External Relations on various government relations functions, including communication with the offices of elected officials and event invitations
- Manage the overall reporting schedule for funders while being responsible for the creation of report templates and customized funder reports
- Manage the Earth Rangers facility rental program and sponsor focused events
- Work with the Director, Development on communications related to the Annual Fund and Monthly Giving Program
- Occasional evening or weekend work, as required

**Qualifications:**

- Minimum 3 years fundraising, proposal writing and communications experience
- University degree or community college diploma in Fundraising or related area
- Excellent written communication skills
- Knowledge of major social media platforms
- Strong computer skills including MS Office applications
- Basic WordPress capability
- Ability to work under pressure and handle competing deadlines
- Organized, detail oriented and with exceptional follow-through
- Genuine interest and enthusiasm to help Earth Rangers create the next generation of conservationists

*Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.*

*Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.*

Interested applicants please forward your resume to [hr@earthrangers.ca](mailto:hr@earthrangers.ca)