



**Fund Development Officer –
Campaigns, Events & Individual Giving
(Contract: June – December 2015, with a possibility of
extension)**

Laing House is a peer support organization for youth with mental illness where members can embrace their unique gifts and find their way in a caring and supportive environment. Laing House youth are aged 16 and 29 years of age and have a diagnosis of mood disorder, psychosis, and/or anxiety disorder. It is a youth-driven, community-based organization where young people who are living with a mental illness can get the support they need to rebuild their lives. Laing House programs, including employment, healthy living, education, outreach, and peer and family support, help youth recognize and develop their own strengths, talents, and resources in a welcoming, respectful, and collaborative atmosphere.

Does recruiting, coaching and motivating participants for pledge-based and third party events that fund your charity leave you with a sense of accomplishment and pride? Do you have a flair for working with volunteers to create and organize events that reflect the spirit and heart of your organization, where no detail is overlooked? Do you love to share inspiring member stories of courage, resilience, and hope with donors through your writing? If this sounds like you, your talents would find a good 'home' at Laing House.

If you are a positive, confident and highly motivated team player that thrives on finding creative ways to secure funding for a youth-centred, nonprofit organization, we want to meet you. You are skilled at being sensitive to the needs of youth members, donors, volunteers and other stakeholders. You are a great match with us if you have tenacity, patience and can find humour in almost anything.

Key areas of responsibility, management and accountability:

- Third Party Events
- Individual Giving including Spring & Holiday Appeals
- Other Laing House events including our Wine Tasting & Stigma Stompers

You enjoy the challenge of meeting and motivating others as an ambassador for Laing House. You are driven to succeed and reach your targets by following a strategic and well thought out plan. You understand that your analysis and evaluation of a program is only as good as the data that you have collected and tracked throughout the process.

You are a flexible professional that can write communications for myriad internal and external audiences. Your propensity to be detail oriented and extremely organized, combined with exemplary problem solving and critical thinking skills, ensure that concurrent projects are completed on time.

Essential professional skills:

- Fundraising diploma, an undergraduate degree in business, social sciences, or public relations, or equivalent work experience
- Three years or more of fund development experience in a charitable/nonprofit organization
- Two years or more of special event management experience
- Two years or more of volunteer and/or staff management experience
- Exemplary writing, research and evaluation skills
- Exceptional interpersonal and relationship management skills

Assets:

- Experience with fundraising software such as Raiser's Edge and/or customer management software
- Knowledge of youth mental illness

If this employment opportunity and environment sound like a fit with your skill set, values, and personality, we want to hear from you. Please forward a current resume and cover letter right away. Please note that interviews may occur during the posting period.

Laing House is located on south Barrington Street in Halifax, Nova Scotia. We offer a generous vacation package, benefits, and a friendly, supportive environment. To learn more about Laing House, please visit our website: www.lainghouse.org.

Writing samples and a portfolio of special event work will be requested.

Remuneration is \$48,175 annually.

Closing date is Wednesday, May 27

Cover letters and resumes can be sent to:

Andrea Eisses
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