



Role: Senior Development Officer
Reports to: Executive Director
Terms: Permanent, full-time
Date: May 2026

About the Role

The Senior Development Officer is a revenue-generating position. Yaldei seeks an autonomous, results driven professionals with a growth mindset who will excel in this role.

As a seasoned fundraiser, you will be comfortable speaking about money, making direct asks, and guiding conversations toward meaningful investment. Likewise, you will take care to balance short-term goals with long-term vision in service of building and growing a reliable income stream for the organization.

The ideal candidate will prioritize bringing prospective donors to the organization to experience Yaldei firsthand, as well as seeking out new potential opportunities for income generation. The Senior Development Officer is proactive and will actively seek out relationships and opportunities, finding creative ways to attract and engage new doors.

As a public-facing representative of the organization, you will approach relationship building thoughtfully, tailoring interactions to best suit the situation or individual, and be consistent in their stewardship and follow-through.

About Us

The only one of its kind in Quebec, Yaldei is a not-for-profit developmental centre and school devoted to helping children reach their full potential. Yaldei is comprised of a multi-disciplinary team of experienced therapists and educators dedicated to early intervention treatment, individualized therapies and special education programs for children from birth to 21 years.

Our integration of advanced clinical, behavioral, educational and family support services provides children with the opportunity to learn how to walk, talk, play, attend school and lead productive lives as part of their community.

Primary Responsibilities

Fundraising

- Identify and cultivate new funding opportunities (individual, corporate, and governmental).
- Increase overall donations by acquiring new donors through in-person visits, meetings, email outreach, letter writing, and phone calls, soliciting current donors, and re-engaging lapsed donors.
- Move donors through the pipeline by building and maintaining relationships through ongoing stewardship.
- Manage and grow a portfolio of prospective and existing donors, with a focus on Major Gifts.
- Draft grant proposals, impact reports, donor communications, and other related materials.
- Leverage organizational events to engage, cultivate, solicit, and steward potential and existing donors.
- Work with the Executive Director to ensure that fundraising strategies align with the organization's mission and funding needs.
- Support leadership and volunteers with individual fundraising and donor relations efforts.

Outreach & Volunteer Management

- Secure, organize, and lead tours of Yaldei for existing and potential donors.
- Engage volunteers in meaningful and appropriate fundraising efforts, supporting and managing volunteer committees as needed.
- Increase the organization's visibility through targeted outreach and relationship building with potential organizational and community partners.

Donor Cultivation and Relationship Management

- Oversee the timely acknowledgment of donations, impact reports, etc., working with outside providers as needed.
- In collaboration with the Events Team, plan and coordinate fundraising and donor recognition events and other initiatives to recognize, retain, and grow existing donors.
- Build and execute on a culture of pro-active and ongoing stewardship and donor engagement.

Data Management

- Optimize, administer, and maintain the CRM database with regularity and precision.
- Generate donor and other fundraising-related reports to guide fundraising strategy and decision-making.

Core Professional Competencies

The successful candidate will:

- Build and sustain strong relationships with a wide range of stakeholders.
- Execute strategic outreach, including cold calling and new relationship development.
- Approach gift solicitation with confidence.
- Work proactively, and with a strong sense of ownership.
- Exercise discretion and professionalism and act with integrity in all interactions.
- Engage respectfully and effectively with individuals from diverse backgrounds, including those with varying health experiences.

Professional Qualifications

- Robust understanding of best practices in fundraising, stewardship, and donor relations.
- Previous fundraising experience in a major gift role for a minimum of 2 years.
- Excellent research and writing skills.
- Polished presentation and public speaking skills.
- Fully bilingual, written and oral, in both French and English.
- Proficiency in required software, including MS Office suite (Word, Excel, PowerPoint, Acrobat, etc.), and experience with data management software and/or other customer relationship management (CRM) systems.

Submitting your candidacy

Please email your CV and a brief letter of interest to Avigail Aronoff at avigail@philanthropica.ca