



JOB POSTING – Development Officer

Organization:	Right To Play USA
Department/Division:	US National Office
Work Location:	New York NY 10004
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play’s work arrangement and the operational needs of the department (Around 2 days per week in the New York Office)
Target Hiring Range:	\$70,000 – 75,000 USD per annum
Authorized to Work in:	US (Eligible to work legally without requiring sponsorship or work permit)
Target Start Date:	Immediate
Contract Duration:	Permanent/Full-time
Closing Date:	Open until position is filled

ABOUT RIGHT TO PLAY:

Right To Play is a global organization that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US). Based in New York City, RTP USA is the North American affiliate of RTP.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.





JOB SUMMARY:

The Development Officer will be responsible for building and managing a portfolio of individual mid-level to major gift and family foundation donors up to \$50,000. Reporting to the Director of Development (DoD), you will also work closely with teammates on the creation and oversight of mass market campaigns. You are directly responsible for building donor engagement strategies consistent with standard moves management operations and populating all relevant information and cultivation steps in our donor CRM.

Although some research support is available, you ultimately take ownership of your own prospect research and will share responsibility for monitoring and identifying new areas of opportunity for major gifts. As a frontline member of the development team, you will create and implement annual work plan to ensure annual fundraising goals are met/exceeded.

PRIMARY RESPONSIBILITIES:

#1: Research and Donor Prospecting (15% of Time):

- Promote and ensure the coordination of lead generation and corresponding research to increase donor engagement

#2: Events Support (25% of Time):

- Organize major donor cultivation events in coordination with DoD
- Support RTP USA's annual gala event and other special major donor fund-raising activities as assigned

#3: Donor Management and Reporting (25% of Time):

- Collaborate with DoD and Development Associate on managing the Donor Service Model and tracking moves in our CRM (Microsoft Dynamics 365)
- Build and manage a portfolio of individual mid-level to major donors and family foundation donors annually and is responsible for developing donor strategies and relationships to grow financial support for RTP's unrestricted revenue
- Proactively utilize Dynamics 365 database for donor management and reporting
- Participate in global trainings to remain informed of all relevant updates of Dynamics 365

#4: Relationship Management and Stewardship (30% of Time):

- Participate in monthly portfolio meetings with plans for cultivation, stewardship, and solicitation of donors, and weekly 1:1 meeting with the DoD
- Engage donor cultivation and fundraising solicitations and supports involvement with appropriate research and briefing materials
- Together with the DoD, responsible for annual fundraising goal of approximately \$1 million+. There will be a strong emphasis on reengaging lapsed donors while simultaneously identifying new prospects to



build a dynamic portfolio.

#5: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree or equivalent in relevant fields

EXPERIENCE:

- 5 years' relevant experience of frontline fundraising experience focusing on portfolio management with proven success of helping increase giving

COMPETENCIES/PERSONAL ATTRIBUTES:

- Demonstrated ability to build and maintain positive relationships with all levels of the organization, including volunteer leadership, senior management, and colleagues
- Great collaboration skills to work with cross-functional teams and matrix environment
- Initiative/proactive problem-solving skills
- Discretion with sensitive materials

KNOWLEDGE/SKILLS:

- Excellent written and oral communication skills to communicate with donors, senior leadership, and colleagues
- Strong organizational skills to manage multiple projects simultaneously and meet deadlines
- Knowledge of using Microsoft Excel and database systems (e.g. Dynamics 365, Raiser's Edge, Salesforce, etc.)
- Knowledge of iWave for prospect and donor research

LANGUAGES:

- Fluency in spoken and written English

DESIRED QUALIFICATIONS (An Asset):

- Previous development experience with an international non-profit

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and**



be playful). In addition, we offer a competitive salary and benefits package including personal learning and development days.

HOW TO APPLY:

If you are interested in applying for this position, please apply via the application link with your resume and cover letter.

Application Link: <https://righttoplay.hiringplatform.ca/88872-development-officer/334116-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

