**Job Title: Development Officer – Fundraising**

**Company: Autism Canada**

**Location: Remote**

**About Us**

For over 47 years Autism Canada has had a national perspective on the issues currently facing those with ASD, their families and other stakeholders, led and governed by Autistic individuals. We pride ourselves on our commitment to supporting the Autistic community and driving change to make Canada a better place to call home. Our team consists of talented individuals who are passionate about our work, in a fully inclusive, neurodivergent workplace.

**Job Description**

The Development Officer – Fundraising will support Autism Canada’s mission by identifying, researching, and engaging prospective donors to strengthen our fundraising efforts. This role is vital in helping to establish a strong foundation for Autism Canada’s donor pipeline and long-term sustainability.

**Key Responsibilities:**

Prospect Research and Pipeline Development:   
• Use diverse resources (e.g., online databases, publications, social media, and networking) to gather detailed information on prospects’ giving capacity, philanthropic history, interests, and alignment with Autism Canada’s mission.   
• Investigate a range of fundraising opportunities, including donor-advised funds and industry partnerships, to expand potential donor outreach.   
• Estimate giving potential by assessing wealth indicators, past contributions, and relevant affiliations.   
• Compile and analyze data to create in-depth donor profiles to support targeted engagement strategies.

**Donor Strategy and Engagement:**   
• Assist in identifying appropriate solicitation ranges and determining the best individuals to initiate donor outreach.   
• Collaborate with the team to craft compelling proposals and fundraising materials tailored to donor interests and Autism Canada’s priorities.   
• Provide strategic insights from research findings to support informed decision-making and effective fundraising approaches.

**General Support:**   
• Contribute to the development of internal fundraising systems and processes.   
• Participate in team meetings and support special projects and events as required.   
• Fulfill additional duties as assigned to support Autism Canada’s fundraising goals and broader organizational mission.

**Ideal Candidate:**

Skills and Qualifications:   
• Strong research, writing, and editing skills with a focus on clarity and professionalism.   
• Proficiency in office software (e.g., Microsoft Word, Google Docs); experience with CRM or donor databases is an asset.

Experience and Attributes:   
• Interest or background in fundraising, marketing, business, or a related field.   
• Passion for supporting autistic individuals and their communities.   
• Creative, detail-oriented, and organized, with the ability to manage multiple priorities.   
• A collaborative team player with excellent interpersonal and communication skills.

**Benefits:**   
This position provides an opportunity to gain hands-on experience in fundraising, donor relations, and nonprofit strategy while contributing to the mission of Autism Canada. The Development Officer will develop valuable skills in research, communication, and strategic planning, helping to build meaningful partnerships that support autistic individuals nationwide.

**Work Conditions**

Work is conducted virtually using a computer and/or laptop and phone.

**Work hours**: 35 hours per week (for a total of 8 weeks from the hiring date)

**Salary**: $19/hr

**How to Apply:**

If you are a passionate and driven individual, with looking to make an impact, we'd love to hear from you! Please submit your resume and a cover letter outlining your qualifications and why you're interested in joining Autism Canada to [apply@autismcanada.org](mailto:apply@autismcanada.org). Please note, only applicants selected for an interview will be contacted.

*Autism Canada is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*