



Queen's House was established in 1958 as a ministry of the Missionary Oblates of Mary Immaculate (OMI Lacombe Canada) to serve our community. We invite applications for a half time

Development Officer

To commence February 1, 2017

The development officer will work collaboratively with the director, administrative team, staff and Board to successfully implement the mission and ministry of Queen's House which includes being a welcome presence to the many faces of our community.

Responsibilities: (include but are not limited to)

- Strengthen donor, volunteer and stakeholder commitments in the service of our Queen's House community.
- Planning and executing events for Queen's House that include events such as our Spring Fling Lottery, Oblate Scramble Golf Tournament, Bike-A-Thon and Gala Dinner, special donor events, campaign launches, celebrations and recognition events, planned giving and grant writing.
- Work collaboratively to secure sponsorships, encourage and promote volunteer participation, promote, enhance and extend donor relationships and encourage the culture of philanthropy within and beyond our community.

Preferences:

- Undergraduate degree or post-secondary education and equivalent experience.
- Previous experience in event planning and management in a non-profit fund raising environment is an asset.
- Demonstrated skills in planning and organization.
- Demonstrated ability in all forms of communication, knowledge and use of technology, social media and information gathering and sharing.
- Ability to work independently and as part of a diverse team.
- Dedication, commitment and respect for faith and spiritual interests and endeavors.

Terms of Employment:

- 20 hours per week with flexibility to work occasional evenings and weekends as scheduling and event needs require.
- Salary commensurate with OMI guidelines.
- Start date preference is February 1, 2017 or as agreed.

Submit resume, cover letter and references by December 30, 2016 to

Queen's House Retreat & Renewal Centre

Attention – Mr. Brendan Bitz

601 Taylor Street West, Saskatoon SK. S7M 0C9

306-242-1916 director@queenshouse.org