

Senior Development Officer

Annual Salary: \$60,000 - \$65,000

This is an exciting opportunity for an experienced fundraising professional to play a leadership role with a growing charity where relationships, creativity, and community impact are at the heart of the work. This full-time permanent position offers flexibility, including the option of a compressed four-day work week and hybrid work.

At Autism Home Base our welcoming, supportive culture is very important to our partners and the community we serve. We have an amazing, mission-focused board and team, so we're looking for someone who works and feels the same way.

In this role as Senior Development Officer, reporting to the Director of Development, you will join our small but mighty development team to lead work in the following areas:

Donor Identification and Engagement

You will develop and execute strategies to identify, cultivate, solicit, and steward corporate, mid-level, major gift, and legacy donors. We're interested in learning about your approach, the resources you would leverage, and the results you've achieved. AFP, CFRE, CAGP affiliations/designations are an asset.

Stewardship and Reporting

Prepare grant reports, community updates and stewardship materials. Ensure donor recognition across communications platforms exceeds expectations and promises. Cultivate and steward relationships through in-person meetings, events, and regular communication with corporate and individual donors.

Events and member engagement

We hold two annual fundraisers. These events provide valuable opportunities to strengthen donor relationships while achieving fundraising and community engagement goals. It's 'all hands-on deck' with the whole staff team supporting these important events. We're also fortunate to be supported by passionate community champions who hold events to benefit our families, and you'll help strengthen these important relationships.

A Unique Part of Our Culture

Some of our staff have a special talent, hobby or passion that they share with our members for a few hours each month. Whether you're a musician, artist, foodie, gardener or sports enthusiast, be sure to let us know in your cover letter. Participating in programs is a great way to keep close to our mission and build meaningful connections with the families we serve. While participation isn't required, it's one of the things that makes Autism Home Base such a rewarding place to work

Team Collaboration and Professional Development

We invest in our people and encourage staff to take a leadership role with sector presentations. There is an annual allocation to support your professional development. We value open communication within the team and meet often to share priorities and exchange ideas.

About Autism Home Base

This year our registered Canadian charity will achieve our annual operating budget of \$1 mm through individual giving, project grants, fundraising events, and volunteer initiatives. Our donor data base includes over 3,000 donors from our 13 years in business. We share annual and monthly donation requests through digital and mailed campaigns. More than 90 volunteers contribute their time and talents each year.

Learn more about Autism Home Base by visiting our website or following us on Facebook, Instagram, and LinkedIn @autismhomebase. View our 2026 Impact Report here <https://autismhomebase.com/wp-content/uploads/2025-IMPACT-1.pdf>

How to Apply: Please forward your cover letter and resume to hr@autismhomebase.com.

Applications will be reviewed as they are received and posting will remain open until the position is filled with an anticipated start date in September. Only candidates selected for an interview will be contacted.

Autism Home Base is committed to creating an inclusive workplace. We welcome applications from individuals of all backgrounds and lived experiences. Accommodations are available throughout the recruitment process upon request.