Société Alzheimer Society
BRANT, HALDIMAND NORFOLK, HAMILTON HALTON

Job Posting

Community Development Officer – Brant County

Full-Time, 2-year contract
Hours: 35 hours/week (1,820 hours/year)
Rate of Pay: $28.00-$30.00/hour
Location: Brantford, with extensive travel throughout Brant County
Start Date: January 4, 2027

Help Build a Community of Donors Who Make a Difference

Join our team and help support our mission of people living with dementia are at the centre of everything we do. If you are passionate about making a difference in your community through meaningful fundraising opportunities and inspiring others to invest in our mission, we want to hear from you.

About Us

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH) is the local community agency dedicated to supporting people living with dementia, their care partners, and families. Through education, counselling, recreation, support groups, volunteer programs, and community partnerships, we work to improve quality of life and build dementia-friendly communities.

We value work-life balance and are committed to creating a supportive, inclusive, and collaborative workplace where employees are empowered to grow, contribute, and make a meaningful difference every day.

The Opportunity

Under the direction of the Director, Development, this position builds and deepens relationships with donors, businesses, sponsors and other community partners, and plans, implements and evaluates fundraising activities to support the ASHNHH's mission. The Officer is responsible for all assigned fundraising activities in Brantford, the County of Brant and surrounding communities, including but not limited to signature events, third-party fundraisers, and community-led initiatives. The position develops new fundraising opportunities, secures sponsorships and donations, provides donor stewardship, and works toward approved annual fundraising and event revenue targets and our fundraising strategy.

Office hours are Monday to Friday from 8:30 am to 4:30 pm, however occasional evening and weekend work may be required. This 2-year contract position involves extensive travel throughout Brantford and Brant County.

What You will Do

Fund Development: Brant County

- Develops and maintains relationships with individual donors, local businesses, service clubs, community organizations and prospective sponsors to secure cash donations, sponsorships and gifts in-kind.
- Proactively identifies, cultivates and follows up with prospective donors and partners; maintains a documented pipeline of opportunities and relationship activity.
- Implements fundraising activities aligned with the annual development plan, approved budgets and revenue targets for the assigned geographic portfolio.

Event Planning and Management

- Leads the planning, implementation and evaluation of all assigned regional fundraising events, including signature events (IG Wealth Management Walk for Alzheimer's), third-party fundraising events and community-led initiatives.
- Manages event plans, schedules, budgets, logistics, venues, vendors, permits as applicable, sponsorship commitments, volunteer requirements and day-of execution.
- Secures event sponsorships and in-kind support; coordinates sponsor recognition and delivery of agreed benefits.

Donor Relations and Stewardship

- Maintains positive relationships with assigned donors, sponsors and community fundraising partners through timely, meaningful contact and recognition.
- Implements donor acknowledgement, stewardship and renewal activities in coordination with the Development team.
- Ensures donor and sponsorship commitments, follow-up activities and constituent interactions are accurately recorded in Raiser's Edge.

Volunteer and Internal Collaboration

- Works with volunteer support staff to identify, orient and coordinate volunteers and event committees for fundraising initiatives; provides role-specific direction and day-of supervision.
- Collaborates closely with Community Development Officers in other regions, contributing as a team member to shared initiatives, fundraising activities, and signature events. Collaborates with the Communications Specialist on event promotion, fundraising materials and sponsor recognition.
- Works with program teams to communicate the impact of local services accurately and respectfully.

Reporting

- Maintains an individual fundraising dashboard and accurate constituent records in Raiser's Edge; provides regular updates on revenue, event performance, sponsorships and donor activity.
- Identifies risks to fundraising targets and recommends practical mitigation strategies.
- Complies with organizational policies, privacy and fundraising practices, and health and safety requirements.

The above responsibilities are representative and not all-inclusive.

What You Bring

We are looking for someone with a natural ability to build and nurture meaningful relationships combined with creativity, strategic thinking and a results-oriented mindset.

- Degree or diploma in fundraising, nonprofit management, business, marketing, event management or a related field
- Minimum two (2) years of direct fundraising, sponsorship, event management, donor relations or community development experience
- Demonstrated experience planning and delivering events, managing budgets and logistics, and building relationships with donors, businesses and community partners.
- Demonstrated experience securing sponsorships, donations or other revenue-generating partnerships
- Ability to work independently and in a team environment.
- Ability to use discretion, sound judgment and tact in handling sensitive/confidential information and situations.
- Excellent communication, interpersonal, and presentation skills
- Proficiency with Microsoft Office Suite applications and databases
- Experience with Raiser's Edge or another donor CRM is an asset
- Knowledge of Brantford and Brant County community networks is an asset
- Vulnerable sector police check issued within 3 months of the hiring date
- Must have regular access to a mobile phone capable of downloading the Microsoft Authenticator app to support two-factor authentication for IT security purposes
- Valid driver's license and regular access to a reliable vehicle
- Evening and/or weekend work may be required
- Ability to speak a second language is an asset.

All employees are expected to abide by the ASBHNHH Code of Conduct.

Why Join Us?

At the ASBHNHH, our employees and volunteers work together to make a meaningful difference in the lives of people living with dementia and their care partners. We are committed to creating a workplace where collaboration, compassion, respect, accountability, and continuous learning are valued every day.

In addition to meaningful work, we offer:

- 35-hour work week
- Three (3) weeks of paid vacation to start, plus two float days
- Generous paid sick time after three (3) months
- Comprehensive group benefits package
- Employee Assistance Program
- Professional development opportunities
- A collaborative, supportive, and mission-driven team environment

How to Apply

Please submit your cover letter and resume to HR@alzda.ca by 11:59 p.m. on November 16, 2026.

Accessibility and Equity

The ASBHNHH is committed to fostering an inclusive, diverse, equitable, and accessible workplace where everyone feels valued and respected. We welcome applications from individuals of all backgrounds, experiences, and abilities.

We are committed to providing accommodations throughout the recruitment, selection, and employment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the hiring process, please let us know, and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.