



Amici Children's
Camp
Charity

Job Posting: Development Officer, Annual Programs
Amici Children's Camp Charity

Status: Full-time, 20 month contract

Reports to: Interim Director, Fundraising and Communications

Location: Hybrid model including working from home and in Amici's Toronto office (2-3 days per week)

Effective: October 20, 2025

Salary Range: \$56,000-\$60,000

The opportunity: If you are looking to change young lives and be a part of the camp community, Amici ("A-MEE-Key") offers an opportunity to make your mark by joining the team as our new Development Officer. Amici Children's Camp Charity ("Amici") is guided by a mission to give children and youth in financial need the chance to discover their full potential through multi-year access to the unique environment of overnight summer camp. Amici's mission is supported by generous donors, including partner camps, individuals, corporations and foundations. Amici is a dynamic place to work with an engaged Board of Directors, enthusiastic staff and dedicated volunteers ready to help where they can to impact the lives of appreciative campers and families.

The Organization: Established in 1966 as a non-profit charity, Amici changes young lives by sending children and youth in financial need to 48 Ontario Camps Association accredited partner summer camps – for as many years as the camper is eligible. In 2024, Amici partner camps, supporters and volunteers sent 311 children and youth to camp, for a total of 657 weeks of programming. The need for camp has never been greater, as the rates of anxiety, depression and social media usage skyrocket in today's youth. Amici has a strong track record of collaboration and creating life-changing experiences through the power of summer camp. To learn more, please visit: www.amicharity.org.

Position Profile: The Development Officer will be an integral leader on the Fundraising Team, reporting to the Interim Director of Fundraising and Communications. The Development Officer will advance Amici's mission through the development, delivery and progress of Amici's fundraising programs (Individual, Corporate and Foundation Giving), as well as

contribute to the overall fundraising program at large. The position works collaboratively with Amici's donors, volunteers and staff team.

Key Responsibilities:

Individual, Corporate and Foundation Giving

- Administer Amici's Foundation Grants portfolio, including the preparation and delivery of prospect research, application submission, tracking and post-grant reporting.
- Lead the effective solicitation of corporate prospects for philanthropic support in collaboration with the fundraising staff team and volunteer leadership; including the launch and ongoing management of Amici's Biz for Kids.
- Manage Amici's Endless Summer Monthly Giving Program, continually strategizing ways to grow the program by soliciting new donors and upgrading current donors.
- Manage in memory relationships and administration as assigned by the Interim Director.
- Assist the Interim Director as needed with Amici's Cabin Campaign, by prospecting, soliciting and stewarding individual donors.
- In collaboration with the Interim Director, work with Amici's volunteer Fundraising Committee to prospect, solicit and steward donors. Attend Fundraising Committee meetings and provide administrative support to the Chair.
- In collaboration with the Interim Director, identify and profile new giving prospects on a rolling basis.
- Maintain relationships as assigned with individuals, corporations and foundations through the planning of an efficient, effective and donor-centered stewardship program as assigned.
- Manage Amici's *Legacy Giving Society* in partnership with the Interim Director.

Community and Special Events

- Contribute to the planning of Amici's annual signature event, *Canoe Heads for Kids*, leading the solicitation, management and stewardship of new and renewal corporate sponsors.
- Assist with and/or attend other special events as required – i.e. community events, and contribute to the development of strategies that will lead to increased revenues.

Communications/Marketing

- In collaboration with the Development Team, write content for Amici's website, e-communications, impact reports, annual report and digital appeals.
- In collaboration with the Interim Director, manage Amici's Fall direct mail campaign, including preparing the creative, data and digital appeals, and liaising with the print house for production.
- Ensure communications and activities support Amici's strategy and are consistent with its vision, mission and brand.
- Act as a spokesperson for Amici, as assigned, and speak on the organization's behalf to a variety of audiences, ex: volunteers, donors and prospects.
- Contribute to the overall Communications Plan, and contribute content for social media, and stewardship and fundraising communications pieces.

Stewardship and Administration

- Implement stewardship and recognition strategies ensuring all donors receive correspondence, reports and updates in a timely manner for all fundraising programs.
- Recommend ongoing improvements to processes to increase efficiencies.
- Perform other general administrative duties and gift processing, as assigned.

Other duties and responsibilities to be determined from time to time, as discussed in advance with the Interim Director.

Qualifications:

- 2+ years experience in fundraising, sales and/or marketing.
- Collaborative team player.
- Excellent verbal and written communications.
- Ability to be resourceful, flexible and successful in a fast-paced working environment.
- Strong organizational and analytical skills. Evidence of initiative, adaptability, sound judgment, tact, diplomacy, strong sense of ownership, collaboration, attention to detail and creativity. Discreet with confidential donor information.
- Proficient use of Google Suite (Docs, Spreadsheets, Drive) and/or Microsoft Office (Word, Excel, PowerPoint, Publisher) and Social Media (Facebook, Twitter, Instagram, LinkedIn, Canva).
- Post-secondary degree/diploma or equivalent experience.
- Experience with fundraising software and prospecting research tools are an asset, or the ability to learn new technology based interfaces.

- Ability to support event execution, some lifting and carrying to and from events is required.
- Event planning experience is an asset.
- Driver's license and access to a vehicle are assets.

Other Requirements:

- **An understanding and passion for the power of summer camp!**
- The position involves some evening and weekend commitments, including but not limited to, Canoe Heads for Kids lead up activities and event day (Saturday, May 23, 2026), Young Professionals Council (YPC) and special events.

Amici Children's Camp Charity is committed to a culture of Equity, Diversity and Inclusion. We know we are able to best provide children from a number of varying backgrounds and lived experiences with an inclusive camping experience when we have a diverse team of employees. Beyond being an equal-opportunity employer in accordance with the Ontario Employment Standards Act, and Accessibility for Ontarians with Disabilities Act, we strive to provide our employees with a working experience free of discrimination, harassment and barriers.

We encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, racialized people, Black people, persons with disabilities, women and 2SLGBTQ+ people. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

Amici is happy to provide an equitable opportunity to apply to work with us, and to provide accommodations at all stages of the selection process. To request accommodation, please email judy@amicicharity.org.

Application: To apply, please forward your resume and cover letter to Molly Skelly at molly@amicicharity.org.