



Providing critical funds  
in medical crisis

## Senior Development Officer – Jennifer Ashleigh Children's Charity

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### About Jennifer Ashleigh Children's Charity

Since 1990, Jennifer Ashleigh Children's Charity has provided timely financial support to families caring for a child in medical crisis. We are a mission-driven, impact-focused organization dedicated to easing the financial burden faced by families during extended hospital stays and intensive treatments. Our vision is to ensure that every child facing medical crisis receives the care they need and every qualifying family receives critical financial relief during some of their most challenging moments so they can focus on what matters most, their child.

### Summary

Reporting to the Executive Director, the successful candidate will play a crucial role in driving and managing revenue growth by proactively identifying opportunities, developing and strengthening relationships, and soliciting philanthropic support from individual donors, corporations, and foundations. The Senior Development Officer will work collaboratively with the Executive Director to develop and execute strategies that meet fundraising targets.

This individual must possess strong organizational, leadership, and communication skills. This position offers an excellent opportunity for individuals interested in helping Jennifer Ashleigh Children's Charity maximize its fundraising potential through grants & relationships.

### Duties & Responsibilities

- Build and manage a portfolio of donors through researching & identifying prospective philanthropic support and developing, maintaining, and enhancing these relationships with various funding sources, including but not limited to: corporations, foundations, and individual donors.
- Secure significant grants through strong proposals and relationship development to achieve annual revenue targets.
- Collaborate with the Executive Director & development team to develop and implement fundraising and marketing campaigns, including quarterly newsletters, an annual holiday appeal, and social media content. The successful candidate should bring a marketing lens.
- Provide support at our signature and third party events. Support may include donor relations, corporate sponsorships, soliciting gifts in-kind.
- Represent our charity through various speaking opportunities where needed.
- Maintain accurate donor and gift records within a CRM system (DonorPerfect)
- We are a small team where each staff wears multiple hats. The successful candidate will support staff with other duties, as assigned by the Executive Director.



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## Qualifications

- Minimum 5 years' progressive fundraising experience, including major gifts, corporate partnerships, and foundation giving (CFRE designation an asset)
- Demonstrated success in grant and proposal writing for government, foundation, and corporate funders
- Post-Secondary education.
- Solid understanding of applicable CRA guidelines.
- Exhibits a genuine passion for developing strong relationships with stakeholders.
- Proficiency with CRM databases (Donor Perfect an asset), Microsoft Office Suite, and digital communication tools; Constant Contact & Canva experience preferred
- Exercise sensitivity and strict confidentiality when handling client and donor information.
- Excellent presentation, public speaking, and written communication skills
- High standards of integrity, judgment and confidentiality.
- Proven time management and multi-tasking skills.
- Strong attention to detail.
- Highly creative, organized and self-motivated. Proven ability to work under pressure, with multiple projects.
- Ability to manage budgets and keep accurate records (incl. Financials).
- Flexible work hours – work some evenings and weekends when necessary.
- A team player with an ability and willingness to learn.

## Key Attributes & Core Values:

- Authentic, enthusiastic, and persuasive presence with a passion for mission-driven work
- Strong relationship-builder who is able to engage individuals, families, donors, partners, and diverse communities with sensitivity and respect
- Skilled in intercultural and intergenerational communication
- Deep commitment to compassion, integrity, and service to families facing serious medical crises



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### Additional Information

Location: Uxbridge, Ontario

Valid driver's license and access to a vehicle required.

### How to Apply

Please submit your resume and cover letter to: [executivedirector@jenash.org](mailto:executivedirector@jenash.org)

Deadline: July 31<sup>st</sup>, 2026 Learn

more at [www.JenAsh.org](http://www.JenAsh.org).