



Wilder Institute's Calgary Zoo

Senior Development Officer, Ontario

Posted On: August 11, 2026

Closing On: August 24, 2026

Location: Remote Ontario

Effective: As early as September 2026

Employment Type: fulltime

Level: senior

Salary Range: \$75,000-\$95,000

Website: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=21776daf-f5d6-445a-8284-be1d53c78d12&ccld=19000101_000001&lang=en_CA&jobId=22326

Join our team at the Wilder Institute and Wilder Institute's Calgary Zoo and help connect donors with national wildlife conservation impact! We are seeking a **permanent, full-time Senior Development Officer, Ontario** who will bring their senior fundraising experience to identify, cultivate, solicit, and steward a portfolio of major gift donors and prospects in support of the Wilder Institute's purpose, vision, and core values.

Based in the Greater Toronto Area (GTA) or Ottawa, the Senior Development Officer serves as a key ambassador for the Wilder Institute. Working as part of the national Development team, the incumbent develops, cultivates, solicits, and stewards relationships with individual donors, corporations and foundations who serve the Ontario region, and community stakeholders through a donor-centric and relationship-driven approach to fundraising.

The Senior Development Officer, Ontario is accountable for achieving ambitious fundraising goals, including securing major gifts and expanding the organization's network of supporters throughout the province. This role requires a highly motivated and results-oriented professional with a demonstrated ability to engage donors through all stages of

the donor cycle. Working remotely, the SDO must collaborate effectively with colleagues, volunteers, board members, and senior leadership across Canada to maximize philanthropic opportunities and advance the Wilder Institute's conservation impact. Regular travel throughout Ontario and occasional travel to Calgary and other locations across Canada is required.

Our Purpose | We act for wildlife; saving species and inspiring people to join us.

Our Core Values | Drive impact, nurture connection, cultivate hope, and be bold.

Location: This is a remote opportunity based in either the Greater Toronto Area or Ottawa.

Salary Range: \$75,000-\$95,000

What you will do:

Fundraising & Portfolio Management

- Manage and grow a portfolio of major gift donors and prospects capable of making gifts of \$25,000+ that is expected to generate \$2M+ in value annually.
- Meet and exceed annual fundraising targets, activity metrics, and performance objectives, including revenue, significant interactions, solicitations, and portfolio size
- Identify, qualify, cultivate, solicit, and steward major gift prospects using moves management principles and best practices.
- Maintain a diverse portfolio with a key focus on building relationships with individual prospects and donors. Secondary focus on working with local corporations and foundations who serve the Ontario region.
- Prepare compelling proposals, presentations, gift agreements, impact reports, and stewardship materials tailored to donor interests and giving capacity.
- Ensure timely follow-up and stewardship activities that deepen donor engagement and inspire long-term support.

Relationship Building & External Engagement

- Act as a primary representative for the Wilder Institute within the Ontario market.
- Build and maintain strong relationships with donors, prospective donors, Ontario-focused foundations and corporations, community leaders, and other key stakeholders.

- Collaborate with cross-departmental team members and subject matter experts and, where appropriate, board members, volunteers, and executives to advance donor strategies and fundraising objectives.
- Increase awareness and visibility of the Wilder Institute's conservation impact and philanthropic opportunities throughout Ontario.
- Represent the organization at networking events, donor meetings, stewardship opportunities, and community engagements.

Strategic Development, Communication & Collaboration

- Develop and implement a regional fundraising and engagement strategy, including annual travel/engagement plans aligned with organizational priorities in close consultation with the Senior Manager, Philanthropy and Partnerships.
- Research, identify, and prioritize major gift prospects in collaboration with the central Development team.
- Support national corporate, foundation, and government fundraising efforts by providing regional expertise and relationship management when required.
- Partner closely with colleagues across Development, Conservation and Science, Conservation Education, Brand and Public Relations, Executive Leadership, and other departments as required to maximize fundraising opportunities.
- Assist with planning and execution of donor cultivation, stewardship, and fundraising events within Ontario.

Administration & Reporting

- Maintain accurate and timely donor records, contact reports, activity tracking, and pipeline management within Tessitura.
- Ensure gift agreements, donor recognition, and stewardship commitments are completed accurately and in accordance with organizational policies.
- Monitor and report on fundraising progress, pipeline activity, and key performance indicators.
- Manage special projects and initiatives as assigned.
- Maintain a current understanding of the Wilder Institute's conservation programs, priorities, and impact to effectively communicate with donors and stakeholders.

- Develop, track, and manage the annual Ontario operational budget to ensure activities and plans align with resources available, in consultation with the Senior Manager, Philanthropy and Partnerships.

Other duties and responsibilities as assigned.

What you will bring:

- 5–10 years of progressive experience in major gift fundraising, philanthropy, business development, account management, or related relationship-based roles. An equivalent combination of education, lived experience, professional experience, volunteer leadership, fundraising, business development, sales, relationship management, or community engagement experience will be considered.
- Certified Fund Raising Executive (CFRE) designation or a demonstrated commitment to professional development in fundraising is preferred
- Active membership in AFP, CAGP, or other professional fundraising associations is preferred.
- Demonstrated success securing and stewarding five- and six-figure gifts, partnerships, or revenue-generating relationships.
- Experience managing a donor, client, or stakeholder portfolio with measurable revenue targets.
- Experience fundraising or developing philanthropic relationships within Ontario.
- Strong project management, budget management, organizational, and time management skills.
- Budget management skills.
- Experience preparing proposals, presentations, cases for support, or fundraising materials.
- Strong computer skills, including Microsoft Office Suite.
- Experience utilizing a CRM, preferably Tessitura.
- A valid driver's license and ability to travel throughout Ontario is required, or an equivalent ability to meet the travel requirements of the position.
- Ability to travel periodically within Canada, including to Calgary 2-3 times per year.

- Experience fundraising for conservation, environmental, scientific, educational, healthcare, arts, or mission-based organizations is preferred
- Knowledge of and ability to develop relationships within Ontario's philanthropic, corporate, foundation, and community sectors is preferred.
- Experience working with volunteer leadership, boards of directors, or cabinet-style fundraising committees is preferred.
- Knowledge of Canadian charitable tax receipting regulations and planned giving strategies.
- Experience supporting capital campaigns, comprehensive campaigns, or transformational gifts.
- Familiarity with donor research platforms such as iWave and CharityCAN.
- Bilingualism (English/French) is an asset
- Experience working within a geographically distributed or national fundraising team is an asset
- Exceptional interpersonal skills, including the ability to build meaningful and lasting relationships with a wide range of stakeholders.
- Strong donor-centric mindset with a commitment to delivering exceptional stewardship and service.
- Ability to communicate conservation and philanthropic opportunities in a compelling and inspiring manner.
- Strong negotiation, influencing, and persuasive communication skills.
- Excellent written communication skills, including proposal and report writing.
- Demonstrated ability to prioritize competing demands and consistently meet deadlines.
- High degree of initiative, professionalism, discretion, and accountability.
- Ability to analyze information, exercise sound judgment, and maintain confidentiality.
- Collaborative approach with the ability to work effectively across departments and geographic locations.
- Commitment to equity, inclusion, and respectful workplace practices.

- Understanding of IDEA (Inclusion, Diversity, Equity, and Accessibility) and Reconciliation principles in fundraising and relationship management.
- Understanding of current trends and opportunities within the Canadian philanthropic sector is preferred.
- Familiarity with conservation, biodiversity, environmental sustainability, or zoological organizations is an asset.
- Knowledge of prospect research, donor analytics, and fundraising metrics is an asset.

Working Conditions:

- Regular travel throughout Ontario is required, with occasional travel elsewhere in Canada, including Calgary.
- Ability to work occasional evenings and weekends to support donor meetings, events, stewardship activities, and networking opportunities.
- This position is primarily remote/home-office based within Ontario, with flexibility required to accommodate in-person donor engagement, meetings, and events.
- The role involves prolonged periods of computer work, virtual meetings, and administrative tasks.
- Occasional lifting, carrying, and movement of event materials up to 20 kg may be required.
- May occasionally be required to walk longer distances, including on uneven terrain, while supporting events and donor experiences.
- May occasionally work outdoors in varying weather conditions.
- May occasionally work in close proximity to animals and be required to wear personal protective equipment (PPE) in accordance with organizational health and safety procedures.

The Wilder Institute's Calgary Zoo is an outdoor facility and all staff must be comfortable working in a large variety of conditions, as may be applicable to their position. The Wilder Institute follows the advice of Environment Canada when responding to temperature and air quality issues.

What the Zoo Offers:

- Competitive compensation, vacation and flex days entitlement
- Flexible benefits plan, including a health spending account
- Employer matching RRSP program
- Discounts on food, beverage, and merchandise
- Participation in the Staff Pass Benefit plan
- A fun, rewarding work environment and the opportunity to support wildlife conservation with an incredibly passionate team

Are you ready to join one of Canada's leaders in wildlife conservation? If this position suits your skills, experience and personal attributes, we want to talk to you.

Apply by doing the following:

1. Watch this [video](https://www.youtube.com/watch?v=8J1VH1MBXm0) about the conservation work being done at the Wilder Institute.
(<https://www.youtube.com/watch?v=8J1VH1MBXm0>)
2. Submit your resume with an optional cover letter via our [online application system](#).
3. Fill in the Application questions:
 - Confirm eligibility to work in Canada.
 - If hired, how long would you need from time of offer to start? When would you be available to start?
 - Do you have a valid driver's licence?
 - In 250-400 words, please describe a significant donor relationship or fundraising opportunity that you personally managed from cultivation through solicitation and stewardship. Please include approximate gift size or revenue generated, your specific role, key strategies used, and outcome achieved.
 - This role requires building and strengthening philanthropic relationships across Ontario. In 200-350 words, tell us about your experience developing relationships with donors, foundations, or corporations that serve Ontario. What sectors, regions, or networks have you worked within, and how have you built credibility and engagement?

- Describe how you manage a portfolio of donors, prospects, clients, or strategic relationships with revenue or performance targets. How do you prioritize opportunities, track progress, and measure success? (Approximately 200-350 words)
- The Wilder Institute inspires people to take action for wildlife conservation. Describe how you would engage a prospective major donor who is unfamiliar with our work. What approach would you take to connect their interests and values with our mission? (Approximately 200-300 words)

Applicants must be legally entitled to work in Canada.

If this position is a fit for you, we encourage you to apply with a resume and cover letter online by **our application deadline: August 24, 2026 at 10:00pm Mountain Time.**

The Wilder Institute strives to cultivate a workplace in which everyone **feels welcome and empowered to bring their authentic selves** to work. As a conservation organization, **we respect and value the diversity of all life** and come together as individuals and teammates to achieve the organization's mission and vision. We recognize the **value of diversity, equity, and inclusion**, and work to advance our culture to ensure diverse viewpoints are heard, and everyone has an equitable chance to succeed and thrive.

This position is an existing vacancy within our organization. The Wilder Institute uses basic knockout questions in application to support screening; applications are otherwise assessed and selected by real humans.

All candidates are thanked for their applications and advised that they will be contacted once applications have been reviewed, and a final decision has been made.