

## Job Title: Development Officer

**Location:** New York, USA (Only candidates who are eligible to work legally without work visa sponsorship in the USA will be considered.)

**Contract Type:** Full-time (40 hours per week), Permanent contract

**Hiring Salary:** USD 65,743 per annum (before taxes)

**Target Start Date:** As soon as possible

**Application Closing Date:** March 2, 2026 23:59 EST

This job advert is for an existing vacancy.

### About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

The United States National Office (USNO) is located in New York City. We are responsible for building awareness and raising resources within the US to make our work possible in Right To Play countries of operation.

### Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid Time Off (15 annual vacation days and 6 annual sick days)
- Competitive benefits such as health insurance (including dental and vision), Life and disability insurance, and 403b employee savings plan
- Learning opportunities, 5 learning and development (L&D) days per year and professional development stipend
- More information on what we offer is available on [our website](#).

### Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/229857-development-officer/1039249-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

**As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer.** More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

## Job Description:

<b>Job Title: Development Officer</b>	<b>Grade: 6</b>
<b>Reports to: Director of Individual Giving</b>	<b>Location: New York, NY</b>
<b>Direct Reports: N/A</b>	<b>Department: US National Office</b>

**1-Purpose:** The Development Officer drives mid-level individual and family foundation fundraising by building and managing a strategic donor portfolio, executing data-informed engagement and campaigns, and helps organize and execute signature fundraising events—all while ensuring effective moves management and CRM oversight to grow revenue for Right To Play USA.

## 2- Accountability & Responsibilities:

### Donor Portfolio Management & Growth (25%)

- Manage and grow a portfolio of mid-level donors giving between \$1,000 - \$10,000 annually with a focus on retention, re-engagement, and revenue growth.

- Develop and execute clear donor engagement strategies, conduct solicitations, and steward relationships to drive unrestricted support.
- Participate in monthly portfolio review meetings with fundraising team members to review progress to goals, upcoming solicitations, and moves management.

#### **Signature Events & Third-Party Fundraising (35%)**

- Support the planning and execution of signature fundraising events and donor gatherings, including logistics, sponsorship engagement, guest experience, etc.
- Lead planning, recruitment, and fundraising strategies related to RTP's participation in Marquee Marathons in the US and internationally.
- Lead coordination and growth of third-party, peer-to-peer, and community-led fundraising events to expand visibility and revenue.

#### **Systems & Data Management (15%)**

- Maintain accurate donor and campaign records in Mission CRM and Classy/GoFundMe Pro ensuring data integrity and informed decision-making.
- Collaborate with Donor Services team (based in Canada) to generate reports and performance insights, manage Mission CRM, and ensure all external fundraising data is imported accurately.
- Utilize donor research tools to qualify new prospects and conduct research.

#### **Communications and Campaign Collaboration (15%)**

- Collaborate cross-functionally with Strategic Communications and Brand Partnerships Manager to support integrated fundraising campaigns to achieve annual revenue goals.
- Supports donor communications through newsletters, targeted campaigns, and solicitations.
- Supports the creation and implementation of strategic mass market campaigns in collaboration with Strategic Communications Manager.

#### **Other duties as assigned (10%)**

- Lead continued development and growth of Playmakers, RTP's young professionals' group.
- Support quarterly US Board meetings.

**3- Scope (geographical and/or functional), Impact and Autonomy:** The Development Officer operates with strong autonomy in managing a mid-level donor portfolio and leading peer-to-peer fundraising initiatives. The position does not supervise staff or hold final revenue accountability.

**4- Leadership and Staff management:** The role exercises functional and collaborative leadership without direct reports. Leadership is demonstrated through setting high standards for donor engagement, event execution, and data integrity, while supporting teams to operate effectively within fundraising best practices and established systems.

**5- Information requirement for decision-making:** This role requires secure access to accurate donor and fundraising data, safeguarding confidential donor records, and support informed fundraising strategy and revenue performance.

**6- Innovation and Improvements:** The Development Officer is expected to drive process improvements in donor engagement, event fundraising, peer-to-peer campaign management, and CRM/data tracking.

**7- Relationships & Communications: Internal / External:** This position regularly collaborates with Director of Individual Giving, Strategic Communications and Brand Partnerships Manager, and Donor Services to align on fundraising strategies and revenue goals. Externally, this role builds and maintains relationships with individual donors, Playmakers, and Marathon runners.

**8- Expertise (Certifications / Education, Professional Experience/Language)**

**Education/Training/Certification:**

- Bachelor's degree in related subject or relevant work experience

**Experience:**

- Demonstrable frontline fundraising experience focusing on portfolio management with proven success of helping increase giving
- Experience in CRM donor management software and fundraising platforms
- Experience with working in cross-functional teams and matrixed environments

**Technical Skills and Knowledge:**

- Excellent written and oral communication skills – includes communication with donors, senior leadership, Board members, and colleagues.
- Strong organizational skills, attention to detail, and meets deadlines
- Excellent computer skills, including competency with standard business applications
- Strong understanding of fundraising principles, techniques, and best practices.
- Proven experience managing and implementing fundraising events and special projects to engage high-level audiences with high expectations, to achieve key objectives.
- Familiarity with broader philanthropic community, influencers, and trends in the sector.

**Languages:**

- Fluency in spoken and written English

**Bonus if you bring, but not essential:**

- Previous development experience with an international non-profit desired
- Knowledge or experience of using donor management and fundraising systems such as Microsoft CRM and Classy/GoFundMePro.

**9- Core Competences**

- **Collaboration:** Demonstrates ability to work collaboratively on a team and build positive relationships across all levels of the organization, including board members and staff.
- **Growth Mindset:** Committed to continuous improvement and learning, particularly in fundraising strategy, systems, and engagement approaches.

- **Resilience:** Able to manage competing priorities and maintain momentum in a fast-paced fundraising environment.
- **Professionalism:** Maintains integrity, accountability, and respect in all interactions; demonstrated discretion in handling sensitive and confidential materials.
- **Management and Interpersonal Skills:** Relationship-oriented fundraiser with experience managing individual donor portfolios.

#### **10-Additional Information**

- Some travel required for fundraising events and strategic meetings