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JOB POSTING

Business Development Specialist

21 hours/week ♦ Remote ♦ Contract to April 2026

Position Summary

Victim Services of Simcoe County (VSSC) is looking for a dynamic, outgoing, and organized team member to launch the agency into its next phase of community engagement. The Business Development Specialist is responsible for raising VSSC's public profile and fundraising potential through public relations activities, new connections within the business community, enhancing donor relations, and other new programming. This role reports directly to our Business Development Lead, who will provide strategic oversight and ongoing support.

This position is funded by the Ontario Trillium Foundation until April 2026. It is a fully remote position, but travel throughout Simcoe County may be necessary to meet strategic goals. The 21 hours/week required of this position are flexible within a schedule suitable to meeting strategic goals and approved in advance by the Business Development Lead and/or Executive Director.

Major Duties and Responsibilities

Resource Development

- Optimize VSSC's Canada Helps (or similar) platform(s)
- Write grant applications and proposals
- Engage business community in sponsorship and other supportive programming
- Launch new donor recruitment and retention programming
- Lead the development of a new annual signature event

Communications

- Engage traditional media outlets via news releases, PSAs, media events, etc.
- Contribute to the development of advertising, marketing and fundraising collateral
- Create small awareness/networking events and/or attend key community events related to engagement goals
- Develop community outreach activities designed to increase public profile
- Support business development activities with social media insight and creation

Administration

- Meet regularly with Business Development Lead and Executive Director
- Attend regular team meetings
- Complete mandatory workplace training and other job-related activities
- Track activities and program metrics
- Collaborate with other staff, volunteers, students and stakeholders as necessary
- Provide guidance to any students, volunteers and contract employees working within this functional area.
- Input on business development strategies, tactical planning and the development of success measurements

Knowledge and Skills

- Excellent communication, negotiation and presentation skills
- Self-motivated, proactive, adaptive to new situations and opportunities
- Experienced in building win-win lasting relationships with diverse communities
- Comfortable in a goal-driven fast-paced environment with competing deadlines
- Motivated by building community resources to support Simcoe County residents
- Competent with Microsoft Office suite of programs (esp. Word, Excel, PowerPoint)

Qualifications

- College diploma or university degree, in communications, journalism, fundraising, marketing, public relations, or similar (or 5 years of significant experience)
- A track record of successfully recruiting and retaining donors and sponsors.
- Experience in similar work in the charitable social service sector preferred
- A drivers' licence and reliable car
- Knowledge of basic graphic design skills and design software (Creative Cloud and/or Canva) preferred

About Victim Services of Simcoe County

Victim Services of Simcoe County (VSSC) is a volunteer-driven charitable organization that supports victims of crime and tragedy across the region of Simcoe County. We are a team of compassionate volunteers who have extensive training in providing 24/7 on-site, short-term assistance to those who have been struck by tragedy or victimized. Working with our community partners, our volunteers dedicate their time, support and experience to help make lives better.

How to Apply

Interested candidates are welcome to submit a cover letter and résumé via email to:

Marie McCallum, Executive Director, Victim Services of Simcoe County
mmccallumbs110@outlook.com

This position will remain open until a suitable candidate is contracted. While VSSC thanks all applicants for their interest, only candidates selected for an interview will be contacted.

