



JOB POSTING

Closing: October 12, 2021
Position: **Development Associate, Individual Giving**
Location: Remote (anywhere in Canada)
Job Status: Full-time
Hours of Work: 37.5
Salary: Competitive

SUMMARY

As part of the Gord Downie & Chanie Wenjack Fund's Development team, the Development Associate, Individual Giving is responsible for supporting the implementation of a strategic approach to fundraising which includes leadership giving, major gifts, individual donors, third-party events, and fundraising projects and events.

Reporting to the Manager, Development & Partnerships, the Development Associate, Individual Giving will assist with the advancement of fundraising initiatives.

The Gord Downie & Chanie Wenjack Fund offers team members the opportunity to play a role in the reconciliation movement in Canada. The fast-paced nature of the work requires that the candidate have strong attention to detail and the ability to multitask.

DUTIES AND RESPONSIBILITIES:

- Work closely with the Manager, Development & Partnerships to execute the annual fundraising plan which increases revenues to support the strategic direction of the organization
- Support the execution of the annual fundraising plan by following ethical fundraising principles to achieve fundraising targets
- Monitor and evaluate annual giving fundraising activities to ensure that the targets are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Develop and manage timelines for various annual giving fundraising activities and projects to ensure strategic plans and critical fundraising processes are carried out on time
- Support the development of annual fundraising appeals, donor communications, and stewardship materials
- Ensure timely distribution of development needs such as issuing tax receipts, donor communications, and stewardship

- Support the administration and stewardship of third-party fundraisers and initiatives
- Research, analyze, develop, prepare, and update briefing notes, letters, documents, and material(s) for a variety of meetings and events
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts as needed and ensure communication strategies between departments are effective and open
- Participate as a representative of the organization at events within the community
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

RESPONSIBILITIES – GENERAL:

- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall vision and mission of the organization
- Ability to work as a team member and within the organization framework including staff meetings, professional development opportunities, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required

RESPONSIBILITIES – ADMINISTRATIVE:

- Ensure donor database is maintained and current at all times
- Utilize computer programs (spreadsheets and database software) to prepare analysis, reports, memos, and documents
- Knowledge of stakeholders with an ability to network, create and maintain these relationships
- Coordinate administrative activities with external vendors (i.e., printing, events, etc.)
- Manage physical and digital documentation according to established procedures

STANDARDS OF PERFORMANCE

- Adhere to policies, procedures and best practices as established by the organization and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly, and safe environment

QUALIFICATIONS:

- Post-secondary diploma/degree in fundraising or equivalent with a minimum of two (2) years' work experience
- Must possess strong written, verbal, and interpersonal communication skills
- Strong organizational/time management skills with an ability to plan, define measurable objectives, outcomes, and meet timelines
- Proven analytical and problem-solving skills

- Sound knowledge of donor database systems or equivalent CRM
- An ability to prioritize and handle multiple concurrent tasks in a highly effective manner
- Experience working with Indigenous people and communities is preferred and knowledge of Indigenous cultures, and traditions is preferred
- Working knowledge of MS Office, Internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening is required

SUBMISSION PROCESS

We encourage applications from First Nations, Inuit, and Métis people and all others interested in the position.

Please submit your cover letter and résumé by 5:00PM ET October 12, 2021, to angela@downiewenjack.ca.

Only applicants selected for an interview will be contacted. A Police Record Check, and Vulnerable Sector (if applicable) will be required at the time of offer of employment.

To learn more about DWF, visit downiewenjack.ca.