Job Opportunity: Manager, Major Gifts & Fundraising (Maternity Leave - 12-month Contract)

About the Organization

Based in Hamilton, Empowerment Squared is a Canadian charity that is building a world where everyone is empowered with the tools and opportunities to thrive and contribute to society. We do this by empowering newcomer and marginalized youth and communities in Canada and across the world to succeed through mentorship, access to post-secondary education, information literacy, and sports and recreation.

Please see our website for more information about our programs and activities.

Position Description

The Manager, Major Gifts & Fundraising, is responsible for leading strategic fundraising efforts of the organization by designing, implementing, evaluating and refining fundraising activities and strategies, with an emphasis on major gifts. The Manager personally identifies, cultivates, solicits, and stewards major gift donors and prospects in accordance with performance targets set in collaboration with the board.

The successful candidate will be introduced to the organization’s current donors and prospects, and also be expected to develop new donors and prospects. A primary focus of this role is working closely with the Executive Director on a campaign to fund the building of the Liberian Learning Center, in Paynesville, Liberia.

The Manager fosters collaborative relationships with the board by coordinating joint solicitation efforts, developing internal processes and procedures, and aligning marketing and outreach efforts with fundraising goals. The successful candidate will strive to promote teamwork, collaboration, and the implementation of best practices across all departments. Some evening and occasional weekend hours are required.

The position reports to the Director of Operations and Administration.

Duties & Responsibilities

- Identifies, cultivates, solicits, and stewards major gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the board.
- Establishes and maintains collaborative working relationships with appropriate board members and/or other constituents to maximize total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
• Assists and/or leads in short- and long-range strategic planning activities to create and implement fund-raising goals and objectives.
• Coordinates day-to-day development strategies and activities to ensure priorities are aligned with fundraising goals.
• Makes effective use of current relationships and other institutional resources to ensure appropriate management of donors, prospects, and volunteers in coordination with fundraising objectives.
• Conducts research to identify prospects, with an emphasis on major gifts and creates strategies to match prospects' interests to the priorities of funding needs.
• Researches, writes, edits, and/or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials in support of fundraising strategies.

Disclaimer

• Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
• This job description is subject to change at any time depending on the needs of the organization.

Relevant Skills & Qualifications

• Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
• Minimum 5 years of extensive relationship building experience in a fundraising environment
• Fundraising campaign experience is an asset
• Grant writing and research experience is an asset
• Demonstrated ability in planning and implementing development and fundraising initiatives.
• Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and/or volunteers in a wide range of roles.
• Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support fundraising objectives.
• Ability to exercise good judgment, to demonstrate an understanding of ethics related to development and fundraising activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
• Demonstrated organizational skills and experience in managing events and other complex activities in support of fundraising objectives.
• Ability to foster effective working relationships within a team environment.
• Community relations skills and the ability to communicate and work effectively within a diverse community.
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- Planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.

Educational Requirements
- University degree or college diploma in related field or equivalent major gift experience

Role Posted: August 1, 2019
Posting Closes: Open until filled
Salary: to be negotiated based on skills and experience.

Start Date: September 15, 2019
Duration: 12 Months – Maternity Leave

Applications should be submitted via email to: info@empowermentsquared.org

Or, delivered by hand to:
c/o Priya Goorbarry
Empowerment Squared
162 King William Street, Suite 103
Hamilton, ON L8R 3N9