



advokate

LIFE & EDUCATION SERVICES

Employment Opportunity

Job Title: Fundraising & Communications Manager

Hours: Full-Time Salaried

Salary: \$51,000 - \$66,000. Commensurate with experience.

Benefits: Extended medical & Employer RRSP Contributions

Position Summary: Advokate Life & Education Services Society, is searching for an experienced and passionate individual to manage its fundraising and communications department. The role is instrumental in raising funds so the society's activities will continue, thrive, and expand.

The ideal candidate is enthusiastic about our cause, has experience working in the charitable sector in a fundraising capacity, is extremely detailed oriented, has a degree or relevant experience in marketing and communications, and is tenacious in the pursuit of excellence and efficiency.

Key Qualifications:

- Strong life affirming values
- Fully committed to the society's mission, vision and values (www.advokate.ca/en/about)
- Strong administrative skills & systems oriented
- Excellent interpersonal skills and adept at building long-term relationships with donors and volunteers, and at communicating Advokate's mission.
- Excellent written and verbal communication skills, and proficient in various modes of communication used in fundraising, including, telephone, email, direct mail, websites, and social media.
- Effective at researching and devising fundraising strategies/plans and at tapping into different sources for donations.
- Ability to work independently and to plan, organize and multi-task while paying attention to detail.
- Strong presentation skills and problem-solving ability.
- Broad literacy in computer skills, programs, and social media

Preferred Education, Training & Experience:

- Bachelor's degree, preferably in business, communications and/or marketing, or supplemented by course work in these disciplines.

- Three years of fundraising and event planning experience with a charitable or non-profit organization.
- Conversant with computers, software applications/programs, the internet and social media, with some formal training or course work in such disciplines being preferable.

Major Responsibilities:

Heading up a team of qualified staff members and utilizing the latest and best online technology, the Fundraising & Communications Manager, in collaboration with the ED, will have the following responsibilities:

- Oversee all fundraising initiatives of the society.
- Manage the society's fundraising budget and ensure financial targets are met.
- Hire and manage fundraising personal.
- Develop fundraising, marketing, and communication strategies and related plans and goals, independently and in consultation with the Executive Director.
- Execute and monitor fundraising plans, organize, promote and evaluate related fund-raising campaigns and events, and seek event sponsorship from corporations and individuals.
- Recruit, organize and inspire volunteers.
- Research fundraising opportunities and write grant applications.
- Build relationships with donors and raise awareness of Advokate's mission and work.
- Conduct community presentations with prospects, donors, and partners
- Design and produce promotional material.
- Manage and analyze donor activity within a database and write various reports.

Deadline for application is March 31, 2021

Please email resume *and* cover letter to:

Jared White

Executive Director

info@advokate.ca