

## **Fairview Resource Centre**

### **Part Time Opportunity: Fund Development and Engagement Lead**

*Reporting to the Executive Director, The Fund Development and Engagement Lead will:*

- Lead the Community Engagement and the Development & Fundraising portfolios
- Manage, analyze and report on revenue development, fund development and programs
- Develop and implement all aspects of a comprehensive fundraising program including major gifts, grant applications and fundraising events
- Guide organizational transformation by leveraging storytelling, social media, brand alignment, and community engagement to position the FRC as a leader in providing support and opportunities to families in need in NS
- Deliver innovative initiatives and strategies that amplify the FRCs impact and foster connections that inspire transformative support from donors and communities

### **Key Responsibilities**

#### **Fundraising and Donor Development**

- Develop and implement a giving program, resulting in donor acquisition and retention. This may include direct mail, online giving, planned giving and fundraising events
- Establish database and reporting program to organize and analyze donor engagement
- Work closely with the Executive Director and Board of Directors to identify prospects and secure private, corporate and foundation donors
- Assist with grant applications as needed
- Establish and maintain relationships with existing and new donors, including personalized engagement plans to strengthen commitment to the FRC
- Develop and manage a portfolio of donors, nurturing relationships through tailored communications, phone calls, visits, and other touchpoints.
- Work to develop and expand corporate and private engagement

#### **Collaborative Approaches to Fundraising**

- Collaborate with the Executive Director and Board of Directors to co-create and implement long- and short-term fund development plans that align with the FRCs strategic plans, mission and revenue goals

- Monitor and analyze fundraising results to adjust strategies as needed, ensuring sustainable growth and maximum impact
- Develop and implement creative, donor-centric strategies to increase giving among existing supporters and to engage new donors
- Track and report on the effectiveness of giving strategies, providing insights and recommendations to refine approaches
- Work in collaboration with the Executive Director and the Board of Directors to ensure alignment with organizational priorities and goals
- Work collaboratively with the communications staff to develop and implement outreach materials and campaigns that engage donors and highlight the FRCs mission

### **Donor Stewardship and Recognition**

- Develop and execute stewardship plans to build donor relationships, ensuring consistent and meaningful recognition of support
- Develop and execute donor engagement initiatives and donor appreciation programs.

### **Communications & Community Engagement Advising**

- Support the onsite administrator with engaging content showcasing FRC's impact and mission on social media platforms
- Assist with organizing authentic moments, testimonials and participant interviews
- Provide guidance on engagement strategies to support growing FRC's social media
- Support the onsite administrator to identify and build relationships with key influencers
- Assist with reviewing marketing materials and website to showcase donor impact

### **Qualifications**

- A Certified Fundraising Executive (CFRE), or equivalent, credential is preferred
- A Bachelor's degree or diploma in Business, Communications, Public Relations, Non-Profit Management, or a related field; or equivalent experience
- Minimum of 2 years of experience in fundraising and development for non-profit organizations
- Track record in implementing fundraising initiatives that have led to increased revenue
- Demonstrated ability to build and sustain relationships with donors and community stakeholders.

- Exceptional organizational, communication, and interpersonal skills.
- Proficiency with donor management software
- Exceptional interpersonal, verbal and written communication and presentation skills
- A passion for FRCs mission and equity, along with a collaborative, results-oriented work style
- Strong project management and organizational abilities
- Experience in social media trends/platforms, engagement strategies and platform best practices
- Strong creative abilities with a keen eye for design and storytelling

**Hours:** PT position, 22.5 hours a week, 3 days a week (2 days onsite and one day remote)

9 am - 5:00 pm

**Compensation:** \$40.00/hour

**Term :** 1 year / option to renew

**Start date:** March 24, 2025

**Deadline:** March 10th 2025 at 12pm.

**Send your cover letter and CV to [opportunities@frcns.com](mailto:opportunities@frcns.com)**

**Assets:** The successful candidate is expected to demonstrate proficiency in FRCs core competencies, in particular:

- Self-Awareness & Professionalism
- Respect & Inclusion
- Adaptability
- Knowledge & Thinking Skills
- Communication

At the FRC, we prioritize cultivating a diverse and inclusive workforce, understanding its critical role in driving innovation and fostering a sense of belonging. Our commitment extends to creating a work environment that authentically represents the communities we serve.

We welcome applications from all interested individuals, placing a particular emphasis and priority for candidates from historically excluded groups. We actively encourage submissions from those identifying as African Nova Scotian, Mi'kmaq, Black, racialized, Indigenous/First Nation, a person with disability, 2SLGBTQIA+, and newcomers to Canada. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.