



**Position: Fundraising Manager** (Full-Time, 35 hrs/week)

**Reports to: Executive Director**

### **The Organization and Role:**

Are you excited about applying your fundraising skills to support the healing of relationships in conflict and the prevention of crime on the North Shore? Are you looking to implement your fundraising and stewardship experience to bring innovative enhancements to the largest restorative justice agency in the province? The North Shore Restorative Justice Society (NSRJ) is looking for a passionate and experienced Fundraising Manager to join our organization and bring the sector's perspective into every aspect of our organization. This pivotal role will work with both the Executive Director and NSRJ's Communications and Engagement committees to address the fundraising, marketing and communications needs of the organization.

The mandate of the North Shore Restorative Justice Society is to build capacity and connectivity within the North Shore community to prevent and respond to violence, conflict and harm. We do this through values-based processes that engage children, youth, adults, and elders. Our two main activities are a police diversion program — the Restorative Response program (RRP) — and a youth resilience building program — the Restorative Justice in Education Initiative (RJEI). To be successful in this role, you should have a passion for non-profit and community engagement, deep understanding of fundraising best practices, and a desire to bring positive support to our growing non-profit. You should also demonstrate excellent written and verbal communication skills, plus strong leadership qualities.

### **Primary Responsibilities:**

- **ANNUAL GIVING:** Manage and develop content for multichannel (email, mail, social media) direct response programs, including annual, monthly, and P2P appeals.
- **MAJOR GIFTS:** Act as the primary relationship manager for prospects and donors by developing cultivation, solicitation, and stewardship strategies. Track activities, including face-to-face meetings, phone calls, emails, proposal-writing, and presentations, in Keela CRM.
- **PROSPECT RESEARCH:** Research and identify potential donors (individual, corporate, government, and/or foundations) from both NSRJ's donor database and external publications.
- **DONOR RELATIONS:** Grow NSRJ's base of supporters and deepen donor



relationships. Write and produce donor engagement communications, such as thank-you emails, annual reports, impact stories, and more.

- **VOLUNTEER & MEMBER MANAGEMENT:** Oversee the Engagement and Communications committees to plan fundraising/stewardship events and communications. Conduct membership drives and work collaboratively with the Executive Director to plan the AGM (in March).
- **EVENTS:** Maintain and help deepen relationships with our supporters and donors by attending events, such as the annual walk-a-thon (in June) and gala (in November). Support Engagement Committee in planning events, securing sponsorships, and silent auction donations.
- **OPERATIONS & ADMINISTRATION:** Produce quarterly financial reports on fundraising activities for board, and annual reports for donors/sponsors. Work with the Executive Director to manage revenue projections and an expense budget. Manage Keela CRM, presence on other giving platforms (e.g. Canada Helps), pledge fulfillment, and other gift administration processes.

#### **QUALIFICATION AND EXPERIENCE EXPECTED:**

- 3+ years of demonstrated fundraising results and experience
- High degree of written and verbal communication skills in English
- Proficiency with Google Suite, Canva, Keela CRM, or similar software tools
- Understanding of Canadian Revenue Agency guidelines for charities including donations and sponsorships
- Experience using and administering donor management platforms (preferably Keela) to track activity and analyze constituents
- Experience with financial reporting and data-management

#### **NICE-TO-HAVES:**

- Experience managing corporate sponsorships, foundation grants, and planned giving
- Experience managing volunteer-driven events and initiatives
- Experience incorporating equity and/or CCF principles into fundraising practices
- Certified Fund-Raising Executive (CFRE), or intention to write it
- Membership in the Association of Fundraising Professionals
- Experience managing projects



**REMUNERATION:**

Salary range is \$55,000 - \$65,000 based on skills and experience.

**Additional benefits which include:**

- \$300 professional development fund
- \$150 networking fund
- Access to extended health benefits & paid time off
- Additional paid days off during office-wide closures (end of year Dec 24-January 1)

**Terms:** Start date: August 22nd, 2022

**How to Apply:** Send resumes with cover letter to [sioned@nsrj.ca](mailto:sioned@nsrj.ca). Applications will be accepted until 4pm on July 25th, 2022. Applicants needing accommodations during the application process should contact [604-619-9462](tel:604-619-9462).

\*NSRJ is an equal opportunity employer and is committed to broadening staff diversity. We encourage applications from all genders, Indigenous and racialized peoples, and persons with disabilities.

\*Position offer is subject to satisfactory completion of references and police criminal record checks.