



Job Title: Fund Development Advisor

About this role:

The Fund Development Advisor plays a key role in promoting and implementing fundraising strategies for BGC Dawson. Reporting to the Executive Director, the advisor is responsible for fundraising, donor relationship management, and executing effective fundraising campaigns, in addition to developing a philanthropic strategy to ensure the organization's sustainability.

About BGC Dawson:

BGC Dawson is a proud member of BGC Canada, a non-profit organization dedicated to providing high-quality programs and services to children, youth, families, and seniors. With deep roots in Verdun's English-speaking community since 1959, BGC Dawson offers a wide range of educational, recreational, and social programs. In this role, you'll have the opportunity to inspire, empower, and foster a greater sense of community for all ages. Visit www.bgcdawson.ca to learn more.

Responsibilities: Under the leadership of the Executive Director, the Fund Development Advisor will contribute to the organization's mission and strategic objectives through the following responsibilities:

1. **Research and Fundraising Acquisition**
 - Identify potential funding sources, including foundations, grants, sponsorships, private sector opportunities.
 - Prepare detailed and compelling solicitation packages and grant proposals.
2. **Donor Management and Retention**
 - Develop and implement strategies to retain donors and ensure long-term commitment.
 - Manage the donor database (Excel), ensuring accurate and confidential information management.
3. **Campaign Design and Management**
 - Plan, coordinate, and evaluate fundraising activities, including events, online campaigns, and crowdfunding initiatives.
 - Measure campaign success and develop strategies to optimize revenue.
4. **Partnership Development and Networking**
 - Build and maintain strong relationships with donors, partners, and community stakeholders through active networking.
5. **Project Monitoring and Development**
 - Oversee fundraising projects to ensure alignment with strategic goals and ensure successful implementation.
 - Participate in developing new initiatives by identifying funding opportunities and exploring partnerships.
6. **Team Training and Development**
 - Serve as a resource to the organization, providing support for philanthropic development projects.
7. **Resource Management for Fundraising Initiatives**
 - Ensure transparent financial, material, and human resource management for all fundraising activities.
 - Contribute to professional and personal capacity building in philanthropy.

Qualifications:

- Degree in communications, marketing, public relations, philanthropy, or a related field.
- Minimum 2 years of experience in a similar role.
- Strong knowledge of the philanthropic sector and its best practices.
- Excellent written and verbal communication skills in the official languages.
- Familiarity with community engagement.
- Ability to pass a criminal background check.

Key Skills:

- Expertise in identifying funding sources, including foundations, grants, sponsorships, and the private sector.
- Proven ability to write and present compelling grant applications and funding proposals.
- Strong project management skills with the ability to manage multiple tasks in an organized manner.
- Marketing and communication skills to design impactful fundraising campaigns and engage donors.
- Experience with monitoring and evaluating fundraising campaigns and philanthropic projects.
- Empathy and sensitivity in responding to the needs of donors and team members.
- Promotion of a culture of kindness and respect within the organization.
- Development of a strategic vision aligned with BGC Dawson's mission and effectively communicating it to stakeholders.
- Ability to analyze market trends and position the organization competitively.

Wages and Benefits:

- **Start Date:** November 2024
- **Permanent full-time position:** up to 35 hours a week, with the possibility of spreading these hours over four days including two remote working days.
- **Employment Duration:** 12 to 18-month contract with the possibility of renewal based on performance and organizational needs.
- **Salary range:** \$45,000 to \$60,000, depending on experience and in accordance with current salary policy.
- **Benefits:** BGC Dawson offers a competitive benefits package which include two weeks' vacation, sick/wellness/personal days per year (not bankable) and group health insurance, after three months of employment.
- The option to contribute to a group registered retirement savings plan (RVER).
- Opportunities for professional growth and training.

If your skills and experience align with this role, please submit your cover letter and resume to **Darley Polony** via email at darley.polony@bgcdawson.ca by **Friday, October 25, 2024**. Include "Fund Development Advisor" in the subject line. Only those selected for an interview will be contacted. If you require accommodation at any stage of the recruitment process, please notify us.

Don't meet all the criteria? Above all, we value your passion, commitment, and desire to grow. We encourage applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, newcomers, gender-diverse individuals, and members of other equity-deserving groups. If you are comfortable, you are welcome to indicate in your cover letter if you identify as a member of an equity-deserving group. This information will be treated with the utmost confidentiality and is voluntary.