



# Fund Development Specialist

Big Brothers Big Sisters has been a part of the Kincardine area for 40 years, and more recently Walkerton, Wingham, Goderich and surrounding communities. We enable life-changing mentoring relationships to ignite the power and potential of young people in order to see that all young people realize their full potential. We provide direct service to children and youth by matching them with a volunteer mentor.

We offer 3 mentoring programs to young people aged 6-16 in communities across Southern Bruce and Northern Huron counties.

Big Brothers Big Sisters of South Bruce North Huron is currently accepting applications for a full-time Fund Development Specialist.

Note: this position is funded by an Ontario Trillium Foundation Grant

## **This position could be for you if:**



- You love to connect and engage with your team, volunteers, community partners and families
- Your idea of a great week has you both in and out of the office while establishing relationships with community partners to build experiences.
- You are organized and understand the importance of well-maintained databases.
- You enjoy a friendly, collaborative, high-paced and rewarding work environment
- You are goal-driven and a team-player



## A day in the life of a Fund Development Specialist

### involves:



The Fund Development Specialist plays a critical role in serving BBBS South Bruce North Huron's mission to enable life-changing mentoring relationships that ignite the power and potential of young people. This role is responsible for the development and implementation of strategic fundraising initiatives to meet the revenue needs of the organization.

We are looking for an action-oriented, creative, passionate, articulate professional who thrives on building relationships and developing new opportunities. Reporting to the Executive Director, you'll be the heart and soul of our Fund Development Team.

### Key Responsibilities:



- Work with the Executive Director to develop an annual fundraising budget which meets the revenue goals of the organization.
- Develop and execute an annual fundraising plan which includes campaigns, internal events, and third-party events.
- Develop and implement integrated fundraising strategies across multiple channels including direct mail, email, and social media.
- Develop a donor-centric stewardship plan based on industry best practices to build engaged relationships with donors who feel connected, valued, and informed.
- Build and manage a portfolio of individual, corporate, foundation, and community organization donors.
- Work with the Marketing and Communications Specialist to develop presentations for sponsor and donor engagement.
- Maintain accurate donor records including demographic information, solicitations, and stewardship activities.
- Ensure the tracking and fulfillment of pledges, donations, receipting, and acknowledgment.
- Research grant funding opportunities, apply for funding where appropriate, and report back to grantors as required.
- Track fundraising KPIs and report to ED as required.
- Create a culture of fundraising across the organization.
- Participate in regular meetings with the BBBS Fundraising Coalition.



## In the first 6 months at BBBS SBNH, you will have achieved:



- Implemented a Fund Development Plan that boosts our donor base
- Reimagined our recognition of donors and sponsors
- Developed new partnerships and opportunities for giving
- Researched and presented a donor database program
- Evaluated other events for a return on investment and long term sustainability

## Skills Required:



### Education:

- University Degree and/or College Diploma in related field (Fund Development, Communications, Data Analytics, Public Relations )

### Work Experience:

- Minimum 2-3 years of previous experience in fundraising, marketing, or communications with a proven track record of fundraising and successful donor stewardship.

### Other Qualifications:

- Demonstrated ability to strategically implement programs and manage competing priorities.
- Exceptional presentation skills and the ability to effectively communicate and network with a variety of audiences.
- Strong interpersonal skills with the ability to gain the support of various stakeholders, including colleagues, donors, and community members.
- Results-oriented and solutions focused, a driven attitude and an entrepreneurial approach to fundraising and problem solving.
- Excellent writing skills and experience in creating compelling messaging and marketing materials.
- Ability to set priorities and realign those priorities with your peers and the Executive Director as needed.
- Growth mindset and willingness to learn personally and professionally.
- Rockstar knowledge of Microsoft products, Zoom, donor management systems (CRM), and Canva.
- Ability to plan, implement, facilitate, and evaluate programs and activities within deadline/resource parameters.
- Flexibility to work evening and weekend hours as required.
- Criminal Record check with Vulnerable Sector Screen required.
- Valid Driver's license and access to a reliable vehicle are required.
- Passionate about the principles and philosophy of BBBS.
- "We" v "I" mentality, and an Ideal Team Player



## Additional Information:



As the Fund Development Specialist, you will be part of a fun and dynamic team that raises awareness about BBBS South Bruce North Huron and our mission to enable life-changing mentoring relationships that ignite the power and potential of young people throughout Southern Bruce and Northern Huron Counties.

You will have the opportunity to develop and implement a Fund Development Plan as it aligns with our Strategic Goals and Management Plan. You are an ideal team player, ambitious, action oriented and a strong communicator.

The ideal candidate will be an innovator - excited to develop and create a fund development plan that will sustain the work of BBBS SBNH. You have a passion for our mission, love of people and demonstrate extraordinary professional maturity and leadership skills. If you are an optimist by nature, driven and ready to take charge in building our brand, this could be the role for you!

## Time/Opportunity:



Application deadline: Tuesday, April 2, 2024 at 5pm EDT

Expected start date: Monday, April 15, 2024

Job Types: Fulltime, 35 hours per week; hybrid

This job is funded by an Ontario Trillium Foundation Grant

**Please apply with your resume and cover letter to Yolanda Ritsema, Executive Director at [yolanda.ritsema@bigbrothersbigsisters.ca](mailto:yolanda.ritsema@bigbrothersbigsisters.ca). We thank everyone for your interest, but only those who have been selected for an interview will be contacted.**



## Equal Opportunity Employer:



Big Brothers Big Sisters is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, LGBTQ+, immigrant, refugee, differently abled and other equity seeking groups to apply and self identify.

If accommodation is required during the hiring process, please inform the hiring committee once selected for an interview.

