



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 part-time Fund Development Specialist.

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

Position: Fund Development Specialist, with a focus on major gifts and cultivating individual donors; Part-time (20hours/week), 2-year contract; \$39.50/hour

Location: Kincardine, Goderich, Wingham, Walkerton and surrounding communities (head office - Kincardine); hybrid office environment

This position could be for you if:



- You are a highly connected individual who has a passion for fundraising
- 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
- You are organized and understand the importance of well-maintained databases.
- You enjoy a friendly, collaborative, high-paced and rewarding work environment with an opportunity to thrive
- 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. Reporting to the Executive Director, the Fund Development Specialist is a key member of BBBS Team, providing fundraising expertise to benefit our campaign efforts and overall mission. This role champions private sector and community support, and is responsible for the development and implementation of strategic fundraising initiatives to meet the revenue needs of the organization.

We are looking for an experienced, action-oriented, creative, passionate, & articulate fundraising professional who thrives on building relationships and developing new opportunities. You will manage an underdeveloped portfolio that could include philanthropic donations, corporate engagement, and partnership opportunities. This position is required to function independently, exercising a considerable amount of initiative, innovation, and resourcefulness to enhance existing relationships and create new opportunities.

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.
- Create a culture of fundraising across the organization.

In the first 3 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

Skills Required:



Education:

- University Degree and/or College Diploma in related field (Fund Development, Communications, Data Analytics, Public Relations)
- Certificate in development, fundraising considered an asset

Work Experience:

- 5+ years of progressive experience in fundraising, with a proven track record of fundraising and successful donor stewardship in the non-profit sector

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 partners, 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.
- Accuracy and attention to detail is imperative
- Understand the need for professionalism, discretion and patience when communicating with donors and volunteers
- Ability to condense and package information in a visually appealing and logical manner
- 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.
- Ability to travel to different sites and/or location throughout South Bruce & North Huron.
- 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. We currently have an underdeveloped portfolio of constituents that will require significant research and cultivation.

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!

Working Conditions and Mandatory Requirements:



- Travel is required; the incumbent must have the ability to travel as the position will visit the donors, and corporate partners and there will be community and fundraising events throughout our service area.
- The nature of the work is such that some evenings and weekend work is required.
- Remote and Flex schedules will be accommodated.
- Head office location is in Kincardine; ability to be onsite a minimum of 1 day per week

Time/Opportunity:



Application deadline: Wednesday, May 1, 2024 at 5pm EDT

Expected start date: Monday, May 13, 2024

Job Types: 24 month contract, 20 hours per week; hybrid

Rate of pay: \$39.50/hour

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. 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.

