

Fund Development Specialist – Big Brothers Big Sisters, Serving Grand Erie, Halton and Hamilton

THE OPPORTUNITY

Reporting to the Executive Director, the Fund Development Specialist serves in a critical leadership position, overseeing fund development and executing comprehensive fundraising strategies, including donor stewardship. This role is integral in cultivating donor relationships, driving revenue growth, and elevating the organization's presence and influence within the communities of Halton, Hamilton and Grand Erie. The successful candidate will help Big Brothers Big Sisters (BBBS) forge new relationships to build visibility, impact, and financial resources.

POSTED ON: Friday, November 22, 2024

CLOSING ON: Wednesday, December 11, 2024

LOCATION: Grand Erie, Halton and Hamilton

EMPLOYMENT TYPE: Full-Time

LEVEL: Management

EFFECTIVE: January 2, 2025

WEBSITE: [MentorsForKids.ca](https://mentorsforkids.ca)

ABOUT BIG BROTHERS BIG SISTERS, SERVING GRAND ERIE, HALTON AND HAMILTON

For over 100 years, BBBS has been championing the health and wellbeing of youth. We step in before it's too late, to help prevent the physical and mental effects of adverse childhood experiences. We ensure children as young as 6 are supported by caring adults as they overcome these adversities, helping them to do better in life – physically, mentally, socially, emotionally, and academically.

With a history as a community leader and champion for young people, BBBS operates with the belief that all young people deserve to realize their full potential.

Many children and youth in our community struggle with societal barriers and face adversities in their lives like detrimental living conditions, family violence, risk factors for mental health, school issues and identity challenges. These barriers, or Adverse Childhood Experiences (ACEs), cause the presence of toxic stress in a young person's life, which if not reduced or eliminated, can lead to long term harmful physical, mental, and social outcomes.

Research informs us though, that the presence of one caring and committed adult relationship in the life of a young person with ACEs, is the best predictor of the reduction of toxic stress and therefore allows for the growth of self-esteem, resiliency, healthy relationships, and future potential.

The role of BBBS is to ensure that young people who need us the most are matched with that caring and committed adult who begins a life-changing relationship and igniting the potential in young people.

THE IDEAL CANDIDATE

- You are passionate about helping young people have the opportunities they need to develop and thrive.
- As a senior leader on our team, you will have both a macro and micro perspective from developing high-level strategy to hands-on implementation.
- You have a passion for creating strategic partnerships, building and fostering long-lasting donor relationships, and securing major gifts.
- You have a personal and professional commitment to equity, diversity, inclusion, and accessibility.
- You demonstrate collaborative leadership skills to motivate and guide effective teams toward a common vision where not only goals are met, but everyone feels respected and a part of the success.
- You are a storyteller and love to communicate the impact of donor support.

KEY DUTIES & ACCOUNTABILITIES

Fund Development and Major Gifts

- Develop annual and multi-year fundraising plans and manage their implementation in collaboration with our team.
- Ensure that objectives, timelines, and critical paths for all fundraising programs are being met and tracked.
- Develop and execute a donor acquisition strategy including prospect identification and qualification, engagement, cultivation, and solicitation.
- Evaluate and evolve the current annual giving program with a focus on retention and growth within the corporate, individual and legacy donor streams.
- Oversee and expand stewardship and recognition programs to build affinity and relationships between donors and the organization.
- Build and manage a pipeline of mid-level and major donors.
- Work in partnership with the Manager of Marketing Communications and the Manager of Grants to craft philanthropy-specific communications and marketing pieces such as customized solicitations, monthly newsletters, and impact reports to support donor engagement and giving.
- Train, support and partner with the Executive Director and Business Development staff and board members on all major fundraising initiatives
- Ensure that all fundraising programs and activities fall within ethical, fiscal, and legal standards and the agency's policies and procedures for gift acceptance, donor recognition, giving programs, and gift agreements.
- Develop and maintain relationships with philanthropy professionals, staying current with the philanthropy landscape, fundraising trends, and best practices that support the benchmarking of the foundation's performance in fund development.

Financial Reporting and Analysis

- Build and manage the fundraising department budget, report on progress towards KPI goals, and present those reports at board and committee meetings as needed to discuss.
- Develop and launch a philanthropy scorecard to support reporting to the Executive Director, staff, and board.
- Across all fundraising events and campaigns, assist ROI tracking and reporting and provide input for on-going fundraising optimization and growth.

Leadership and Strategy

- Provide strategic guidance and advice for events, offering expertise in securing sponsorships, maximizing fundraising opportunities, and ensuring alignment with the fundraising strategy.
- Contribute to the Senior Leadership team and ensure that the organization is progressing towards meeting strategic goals and priorities outlined in the agency's Strategic Plan and annual business plan.
- Support the Executive Director in enhancing Board member involvement with prospect identification, cultivation, solicitation, and stewardship.
- Foster a culture of philanthropy, organization-wide, by developing and implementing strategies to communicate the importance of fundraising, providing guidance and resources to empower staff in effectively aligning program impacts with fundraising objectives.

QUALIFICATIONS & KEY COMPETENCIES

- **Education:** Post-secondary education, or an equivalent combination of education, training, and experience in a relevant field. A CFRE designation would be an asset.
- **Fundraising and Financial Acumen:** Minimum of five (5) years experience in a fundraising role with a proven track record of planning successful execution of fundraising programs and events, along with an understanding of financial management within a nonprofit context.
- **Leadership and Management Experience:** Exceptional leadership abilities with a demonstrated aptitude for strategic planning, inspiring teams, and fostering creative, forward-thinking approaches. Ability to lead collaboratively, fostering teamwork and cooperation across diverse teams and departments within the organization.
- **Donor-Centered and Storytelling Communications:** Exceptional written and verbal communication skills with an ability to communicate professionally and engagingly in a donor-centered manner, effectively conveying stories of impact, emotions, and compelling action.
- **Interpersonal Skills:** Superior ability to collaborate and work effectively in a team environment with staff, volunteers, donors, and the public, demonstrating strong interpersonal communication and relationship-building skills.
- **Networking Skills:** Strong networking skills and the ability to build and maintain relationships with a wide range of stakeholders.
- **Championing equity, diversity, and inclusion (EDI) principles within fundraising:** Demonstrated cultural competency by engaging effectively with diverse communities and donors, fostering inclusive approaches, and advocating for social justice causes, aligning fundraising strategies with the organization's commitment to EDI.
- **Organizational Skills:** Ability to prioritize and organize effectively with keen attention to detail and a commitment to maintaining high standards of excellence.
- **Technological Proficiency:** Advanced computer skills including Office 365, along with strong proficiency in technological tools and platforms including donor database systems. Experience with CanadaHelps or similar CRM system would be considered an asset.
- **Fundraising and Nonprofit Trends:** Knowledge of and passion for staying abreast of current trends in the fundraising and nonprofit sector, demonstrating a commitment to continuous learning and improvement.
- **Confidence and Persistence:** Self-assuredness, confidence, persistence, and focus in achieving fundraising and organizational goals.
- **Innovative Thinking:** Capacity for innovative thinking and adaptability to evolving fundraising strategies and technologies.

POSITION DETAILS

- A full-time (35 hours/week) permanent position. Flexibility is required as this position may require working some evenings and weekends for events and meetings. May work a flexible schedule to accommodate these activities outside of our regular office hours as long as 35 hours are achieved.
- Salary commensurate with experience and qualifications.
- This position will be based out of the administrative office of Big Brothers Big Sisters located at 639 Main St. in Hamilton; however, we offer a hybrid working environment with flexibility and autonomy over one's schedule.
- Valid driver's license and reliable automobile
- Employee Health Benefits and RRSP program.
- Four (4) weeks paid vacation plus two (2) float days to celebrate and observe holidays and special occasions of personal significance.
- Paid office closure during the period between Dec 25 and January 1 of each year.
- Opportunities for training & development.
- The opportunity to be part of a dynamic team where innovation is celebrated, collaboration is cherished, and every voice is valued. Experience a workplace that fosters creativity, embraces diversity, and encourages professional growth within a supportive and positive atmosphere.

HOW TO APPLY

To apply for this position, please submit a cover letter and resume by emailing Michael.Treadgold@bigbrothersbigsisters.ca with the subject line: **Fund Development Specialist**. Applications will be reviewed on a rolling basis and are encouraged **by 5:00 p.m. on Wednesday, December 11th**.

BBBS is committed to the principles of equity, diversity and inclusion in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. BBBS will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process upon request. All hiring managers of BBBS will treat all job applicants with dignity and respect. At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the Human Rights Code (such as age, ancestry, colour, race, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression).

In accordance with National Standards, it should also be noted that the successful applicant will need to provide a clear Vulnerable Sector Police Check.

We thank all applicants for their interest, however, only those candidates whose skills and experience best match the requirements of the position will be contacted for an interview.