



**CCI  
OTTAWA**

## Fundraising Manager

Internal/External posting

### About Us

The Catholic Centre for Immigrants has been serving all refugees and immigrants for 65 years. We provide programs and services to approximately 4,500 newcomers every year. The mission is to help all newcomers realize their full potential in Canada and to build a more welcoming community. We help newcomers with housing, transportation, education, health, language, making connections in their new community and more. We provide services in person and online. Please visit [cciottawa.ca](http://cciottawa.ca) for a full overview of our work.

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### Job Summary

The Fundraising Manager provides the coordination and implementation of the fundraising strategies and plan, including but not limited to developing corporate partnerships, individual giving, direct mail campaigns, organizing fundraising events and appeals, and sourcing grant income from private trusts and foundations. Responsible for cultivating and managing relationships with funders and donors. Assists with creating the fundraising budget, monitors the budget, and meets all related targets. The Fundraising Manager supervises the Development Assistant.

**This position reports to:** Executive Director

**Employment Status:** Full-time, indeterminate

**Deadline Date to Apply:** August 15, 2019

**Open to:** Internal/External candidates

**Location:** 219 Argyle Avenue

### Responsibilities

- In conjunction with the Executive Director and the Catholic Centre for Immigrants Foundation (CCIF) Board, develop strategic direction for growth of fundraising and donor management.
- In conjunction with the Executive Director, identify and recruit CCIF board members.
- Manage the development and implementation of annual operating plans and fundraising direction for CCIF within board organizational goals.
- Assist in the development of the annual fundraising budget and meet established revenue goals.
- Lead donor management including prospect identification, ongoing communication, and recognition.
- Ensure transparency and accountability to donors.
- Develop effective strategies to increase revenue from individual and corporate donors, including renewing existing donors to maintain and upgrade their current level of support; identifying, cultivating, soliciting and stewarding prospects; and enhancing the monthly giving program.
- Develop and implement a legacy giving program.

- Develop and implement social media campaigns for marketing and fundraising.
- Use effective strategies to support growth in major gift programs, including conducting cultivation visits, solicitation calls and stewardship activities.
- Employ creativity to ensure donor and prospect engagement.
- Work with the board of directors and Executive Director to build a pool of skilled and dedicated volunteer fundraisers; co-ordinate volunteer engagement and recognition strategies.
- Work in collaboration with and supervise the Development Assistant.
- Perform other related duties as assigned.

### **Qualifications (Education/Experience)**

The Fundraising Manager understands and supports CCI's mission. This position requires superior communication and interpersonal skills, exceptional organizational abilities and excellent presentation skills. The Fundraising Manager must be a self-starter with initiative who enjoys working in a fast-paced environment. They are a strategic thinker with proven ability to make decisions and solve problems independently, effectively, and creatively.

- Post-secondary experience in a related field, or an equivalent combination of education and experience.
- Minimum four years of experience in a fundraising position.
- Proven experience with major gifts; demonstrated success in securing major gifts from corporate and individual donors in the \$5,000+ range.
- Knowledge of Canadian charitable laws, requirements of the Canada Revenue Agency and provincial regulations.
- Ability to plan, balance and manage competing priorities.
- High level of computer competency and literacy.
- Proven experience using fundraising software. Experience with Donor Perfect highly desirable.
- Demonstrates initiative, discretion, confidentiality, and sound judgment.
- Excellent capacity to work in a small team.
- Demonstrated ability to work with volunteers.
- Experience in marketing and fundraising campaigns via social media.
- Commitment to delivering the highest standard of service.
- Knowledge of and experience working with local Catholic communities.
- Experience supervising staff.
- Fluency in oral and written English is required. Fluency in oral and written French is desirable.
- Fluency in other languages is an asset.
- Certified Fundraising Executive (CFRE) certification an asset.
- Valid driver's license and access to a vehicle required.
- Ability to work flexible hours, including occasional evenings and weekends.

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Cover letter and resume must be submitted no later than **August 15, 2019**. Applications can be sent to [asilverman@rogers.com](mailto:asilverman@rogers.com). Only candidates selected for an interview will be contacted.

The Catholic Centre for Immigrants is committed to being an equal opportunity employer. Please advise in advance if you require any accommodation during the application or selection process.

CCI is committed to employment equity and encourages candidates to self-identify as visible minorities; people from culturally diverse backgrounds; people of all gender identities and sexual orientations; Indigenous peoples; and person with disabilities.