

## Interim Fundraising & Operations Coordinator

*Do you want to be an integral part of a dynamic and creative coalition working for environmental and social justice in solidarity with Indigenous peoples and mining-affected communities with great opportunities for learning?*

**Position:** Interim Fundraising & Operations Coordinator (Maternity Leave Replacement)

**Term:** Temporary, 13 months contract (February 1, 2022 - February 28, 2023), 4 days/week (32 hours/week)

**Location:** Ottawa region

**Compensation:** We offer a competitive salary of \$62,000 per annum plus a generous health benefits package and 16 days' vacation plus working days between Christmas Day and New Year's Day

**Starting date:** February 1, 2022

### About the Role

The Fundraising and Operations (F&O) Coordinator will oversee and lead all aspects of the fundraising portfolio and plans as well as institutional operations to meet the needs of MiningWatch Canada and its sister organisation, the Canary Research Institute for Mining, Environment, and Health. The F&O Coordinator will develop strategies, solicitation and stewardship of current foundation and individual donors, and new prospective supporters to attain the annual fundraising goals of the organisations. The F&O Coordinator will also be responsible for organisational and governance processes to maintain successful operations as well as the health and sustainability of the organisations.

MiningWatch Canada has a small team with a shared management model. This is a co-management position.

### Responsibilities

#### *Fundraising*

- Research potential funding sources and coordinate the development of relations with new donors
- Lead the development of funding proposals and reports to existing and potential institutional donors
- Manage all grant-related documentation, including submissions, grant agreements, requests for disbursements, etc.
- Create and execute 3 direct mail and on-line campaigns yearly
- Coordinate stewardship of individual donors, including the timely delivery of receipts and thank-you letters
- Manage donor database management to maintain gift data and records, and use it effectively to carry out individual donor relations

#### *Organisational*

- Oversee the work of the Financial Coordinator, ensuring that financial records are appropriately maintained and assisting with the preparation of budgets and financial reports
- Manage human resources processes, including the hiring of new staff and contractors, administration of new employment letters and benefit programs, reviewing and distributing payroll documentation, and coordinating the onboarding of new staff
- Lead the development of new policies and procedures and updates to contracts and the Board-Staff Agreement as required

- Coordinate staff processes, including staff meetings, quarterly activity reports, annual evaluations, and yearly planning sessions

### ***Board Relations and Governance***

- Facilitate effective Board meetings by preparing agendas, organizing trainings, ensuring timely production and distribution of supporting documents, taking and distribution of minutes, and providing logistical support for travel and venue arrangements
- Track responsibilities and work plan of the MiningWatch and Canary Institute Boards and their Committees
- Ensure compliance with legal and regulatory requirements and organisational standards
- Organise Annual General Meeting ensuring timely notice and documentation
- Maintain effective communication with MiningWatch’s members and ensure memberships are renewed and information is up-to-date

### **Qualifications**

- Minimum 5 years of relevant experience in a non-profit setting
- Knowledge of funding landscape in the fields of corporate accountability, climate change, human rights and social justice, with proven track record of success in fundraising
- Excellent grant writing and reporting skills
- Experience with donor relationship management systems, preferably SUMAC database software
- Solid institutional skills, including project management, financial management, and work with a volunteer Board of Directors
- Excellent written and verbal communication skills in English
- Certified Fundraising Executive (CFRE) designation an asset

### **Personal attributes**

- Demonstrated commitment to MiningWatch’s vision and mission
- Self-starter; able to work independently as well as collaboratively within a small team setting
- Ability to prioritize tasks, adhere to deadlines and manage competing demands

### **Application process**

Interested applicants are invited to submit a **cover letter** and **resumé** as one document to Diana Martin at [diana@miningwatch.ca](mailto:diana@miningwatch.ca) by **November 17, 2021**.

Applications must include “Fundraising & Operations Coordinator - Your name” in the subject line of the e-mail.

We thank all those who apply; however, only those applicants selected for an interview will be contacted. Selected candidates should be available for the first round of interviews **from November 29-30**.

Candidates should be legally entitled to work in Canada. MiningWatch will not provide relocation support to the Ottawa region.

### **About MiningWatch Canada**

MiningWatch Canada is a pan-Canadian initiative supported by environmental, social justice, Indigenous and labour organisations from across the country. The organization works to provide timely support to mining-affected communities and related organizations; do research and analysis of industrial mining and related policies and laws, in Canada and concerning Canadian mining operations abroad; to engage in related campaigns and movement building; and to advocate for greater protections for Indigenous peoples and affected communities, including women and mineworkers, as well as justice and reparations for

harms from mining through changes to the policies, laws and economic conditions that perpetuate mining-related abuses and injustice.

MiningWatch is an equal opportunity employer. We seek to build an inclusive and diverse team. We encourage qualified candidates from diverse backgrounds, including those who may need accommodation, to apply to join our team. Please advise if you require accommodation during the application process.