



Director of Fundraising

Hours: Full-time 37.5 hours/week

Duration: Permanent

Location: Ottawa

Starting salary: \$108, 773 per annum.

Travel: Some travel required once travel restrictions allow

Deadline: Applications accepted until 5pm (eastern time), Monday, June 13th, 2022

Amnesty International Canadian Section (English Speaking) also known as AICSES is looking for a dynamic **Director of Fundraising** to provide leadership to our growing fundraising program and team.

Amnesty International's fundraising program in Canada will generate \$16 million in donations this year, and is one of the national sections which provides significant funding to Amnesty's global human rights work. Your leadership and strategic direction will grow the organization to raising more than \$20 million for human rights annually and providing additional resources through special campaigns.

The Director of Fundraising will report to the Executive Director and will join Amnesty International Canada during an exciting time as the organization moves forward with its new strategic framework. This visionary leader will work closely with colleagues across the section to contribute to our overall marketing and communications goals and member engagement and activism. Your experience in leading teams with creative stewardship plans will enhance our already high donor loyalty and you will lead all fundraising processes, systems and tools to ensure they are equitable, transparent, and efficient, and support the strategic objectives of the organization, promoting its vision, mission and values.

Your experience raising funds and leading a high-performing team, as well as your experience working on human rights, anti-racism and anti-oppression issues, will help Amnesty International Canada strengthen its reputation as a leader in human rights both internally and externally. This includes an ability to support in building an environment that reflects Amnesty International Canada's promotion of a culture of respect, equity, and fairness.

WHAT YOU'LL DO

Provide strategic leadership and direction for all aspects of the fundraising department

This includes, but is not limited to:

- Creation of annual plans and income & expenditure budgets for all fundraising channels and the overall program
- Creation of long-term strategic plans as needed (one will be drafted in 2022)
- Approve the selection of all vendors for the fundraising program and oversee the negotiation of service contracts; meet with vendors as needed
- Working with specific fundraising channels, set key performance indicators and benchmarks that will be tracked and reported on throughout the year; provide quarterly evaluations and reports to the management team and board of directors and adapt the strategy as needed throughout the year
- Coordinate communications and marketing with other teams
- Outline donor stewardship best practices and work with individual teams and staff to implement annual stewardship plans.
- Contact individual donors as requested by fundraising staff (for complaints or sensitive conversations).

Lead the Fundraising management team

- Work collaboratively with the three fundraising managers (Monthly Giving & Data, Major Gifts & Mid-Level Giving and Manager of Annual Giving, Legacies & Member Services) to provide consistent, fair and equitable management of the fundraising staff and teams. As the manager of managers, your ability to coach and develop shared management skills is critical.
- Approve clear and manageable staff workplans, analyze and design job responsibilities, coordinate hiring and on-boarding of new staff, support staff in their work, annual performance reviews, addressing performance-related issues and providing coaching as needed
- Work with other managers and staff to identify training and development needs and opportunities
- Develop, resource and implement special projects (eg. the Burton Fund matching gift campaign)

Donor portfolio

As the most senior leader in the fundraising program, the Director is expected to work with a portfolio of donors and prospects, providing stewardship contact points (calls, visits, mail) and making funding requests and thanking donors as appropriate.

Liaise with the International Fundraising program

- Participate in bi-monthly international Fundraising Director calls and annual meetings
- Participate in international joint projects (eg. Benefactor Project)
- Promote team participation in global and regional skill shares and other meetings

Participate in the management team of the organization

- Weekly meetings and project teams with other managers
- In collaboration with the Executive Director and the Director of Finance and Administration, adjust fundraising budgets (income & expenses) as needed.
- Attend Board of Directors meetings if requested by the Executive Director

WHAT WE'RE LOOKING FOR IN A CANDIDATE

Amnesty International Canada is seeking an experienced fundraising leader who can contribute to the diversity of Amnesty's workforce and its inclusive, anti-racist and anti-oppressive practices. The successful candidate will have a strong background in leading fundraising teams and programs and in developing strategies that drive income growth, coaching individuals and teams, and viewing problems as opportunities for creative solutions and innovation.

SKILLS, EXPERIENCE & COMPETENCIES:

- Certified Fund Raising Executive credential (CFRE) desirable
- Minimum of 5 years of experience in a senior fundraising role
- 3-5 years of raising funds for organizations raising \$5 million +
- Demonstrated success in leading a high-performing team with ambitious targets
- Demonstrated ability to lead strategically and create long-term and annual fundraising plans to drive growth in terms of income and donor numbers
- Proven experience creating and tracking income budgets and developing investment budgets for fundraising expenses that maximize return on investment
- Excellent communication skills, ability to advise, effectively engage and influence a wide range of stakeholders
- Knowledge, training and experience in anti-racism, anti-oppression, anti-Black racism, discrimination, and decolonizing practices

- Demonstrated strong interpersonal skills and abilities including dealing constructively with conflict and the ability to work collaboratively and productively with team members
- Strong project management and organizational skills, and the ability to work under pressure, managing multiple priorities and tight deadlines
- Proven skills in problem-solving, consultation, and negotiating with staff at all levels as well as highly discreet in managing sensitive matters
- Proven ability to work successfully with a diverse population and in applying anti-racism, anti-oppression, diversity, equity, and inclusion principles
- Proven commitment to self-development in the principles of anti-racism, anti-oppression, diversity, equity and inclusion
- Proven ability to apply an intersectional lens to your work to achieve anti-oppression in practice

WHY WORK FOR AMNESTY INTERNATIONAL CANADA?

ABOUT US

Amnesty International is a movement of 10 million ordinary people in more than 150 countries who come together to achieve extraordinary results in defending and promoting human rights. We get discriminatory laws changed and prisoners of conscience released. We've helped stop torture, commute death sentences and worked to end violence against women. We are in solidarity with Indigenous peoples demanding that their rights be respected.

OUR COMMITMENT TO ANTI-RACISM, ANTI-OPPRESSION AND DIVERSITY, EQUITY AND INCLUSION

Amnesty International Canada is committed to employment equity, actively seeks diversity in the workplace, and welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers, and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

AIC values qualified candidates who bring skills that contribute to our anti-racist and anti-oppression transformational journey. At AIC, employees are expected to contribute to an inclusive environment and bring the knowledge, experience, and ability to incorporate anti-

racism, anti-oppression, intersectionality, gender mainstreaming, inclusion, and accessibility practices to external and internal work and to all interpersonal interactions. Click to learn more about our [Equity Journey](#).

WHAT WE OFFER

At Amnesty International Canada, we are passionate about what we do, and we are proud of our achievements as a movement. To compensate our employees for the critical work they undertake, we reward them with an attractive, sector-competitive salary and benefits package plus the opportunity to develop professionally.

If you are talented, passionate about human rights and want to use your skills, knowledge, and experience to change the world, we encourage you to join us.

APPLICATION PROCESS

Together with your resume, please forward a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to Amnesty International Canada's mission?
2. How would your skills and experiences (personal and professional) translate into success in this position?
3. What does a commitment to ARAO and DEI mean or look like to you?

Amnesty International Canada is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.