



**SOS CHILDREN'S  
VILLAGES  
CANADA**

**Job Title:** Community Engagement Fundraising Officer

**Location:** Ottawa

**Supervisor:** Director, Leadership Giving

**Position Type:** Full-Time, permanent

**Language:** English, French is an asset

**Salary:** \$58,000 - \$63,000 annually

**Job Requirement:** Must be currently eligible to work in Canada

**Closing date:** August 12, 2022. Qualified candidates will be contacted for interview upon expression of interest. Candidates are encouraged to apply early, prior to closing date.

## ABOUT US

Founded in 1969, SOS Children's Villages Canada is a member of the SOS Children's Villages International federation. SOS Children's Villages is dedicated to protecting children and advancing their rights in 137 countries and territories. We believe that children deserve more than just survival. They have a right to grow up in a safe and caring family environment, giving them the best chance of a secure future. Using a holistic approach, we work to empower vulnerable children, families, and communities to ensure children's rights are met. Through programs focused on child protection, education, health, nutrition, women's economic empowerment and humanitarian responses, SOS Children's Villages serves over 1 million people annually.

## ABOUT THE ROLE

The Community Engagement Fundraising Officer will play a key role in supporting the delivering third party community fundraising events, employee, and community fundraising campaigns. You will lead and support ambitious initiatives that leverage the power of individuals and groups to create shared value and impact.

Reporting to the Leadership Giving Director, the Community Engagement Fundraising Officer's key success indicator will be the growth of our revenue from community and employee engagement.

The Community Engagement Fundraising Officer is responsible for managing a portfolio of existing community and employee partnerships as well as cultivating new third party fundraising opportunities. The role will contribute to the implementation and promotion of Peer to Peer (P2P) digital fundraising platforms and will work with the Leadership Giving Team to steward and engage individuals and corporate partners that support our organization's mission.

The ideal candidate for this role is a people-focused, creative relationship manager.

## CORE RESPONSIBILITIES

- Manage relationships with current Community Fundraising volunteers while actively recruiting and promoting Community Fundraising to prospective Champions
- Support third party community and peer-to-peer fundraising events/campaigns, including creating and promoting online fundraising pages, materials and guides and supporting volunteers to create and deliver fundraising plans
- Work with Communications Coordinator to highlight key community engagement initiatives in web stories and social media features, etc.
- Collaborate with the International Programs and Partnerships Team, prepare compelling proposals, donor materials and progress reports.
- Liaise with Corporate Fundraising Manager, create meaningful employee engagement experiences and campaigns for our corporate partners
- Ensure all notes, calls, emails, opportunities, meetings, and events are entered into Raiser's Edge NXT in a timely and accurate fashion.
- Contribute to a culture of professional philanthropy by ensuring that team members and volunteers are properly briefed and prepared in advance of any contacts to support their cultivation or solicitation activities and provide support with their calls or face-to-face meetings.
- Coordinate with SOS Canada finance staff to ensure disbursement of community donations to specified programs, assist in Budget development

## REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Minimum 3 years of professional fundraising experience with a preferred focus on community, third party and peer-to-peer fundraising
- Bachelor's degree or equivalent related education/experience
- Demonstrated ability to develop relationships in a positive trajectory and generate revenue
- Demonstrated ability to develop and deliver stewardship and cultivation events
- Demonstrated proficiency with professional presentation skills and written and verbal communications in English
- Proficiency with Peer to Peer (P2P) fundraising platforms and design tools (Canva, Photoshop)
- Ability to problem solve and take initiative
- Proven success in driving projects through to completion
- Professional proficiency in Microsoft Office suite
- Willingness and ability to travel up to 25%, both domestically and internationally

## DESIRED KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Demonstrated proficiency with professional presentation skills and written and verbal communications in French
- International experience and working knowledge of additional languages desirable
- Proficiency with database management and using CRM donor database (Raiser's Edge experience advantageous)

Interested applicants for this position: please send your CV and a cover letter explaining why you are suitable for this role to [hr@soschildrensvillages.ca](mailto:hr@soschildrensvillages.ca) by August 12<sup>th</sup>, 2022. **Please include the title of the position you are applying for and your name in the subject line of your email.**

SOS Children's Village Canada is committed to the creation of a diverse and inclusive workplace. We encourage applications from all qualified individuals.

We are committed to safeguarding children and adults in the communities where we work from deliberate and unintentional harm or abuse caused by SOS Children's Villages staff. We have zero tolerance towards any behavior violating our Code of Conduct, including workplace violence, harassment and sexual harassment, any form of exploitation and abuse, corruption, and fraud. Offers of employment will be conditional upon satisfactory results of professional reference checks and provision of a Criminal Record and Judicial Matters Check.