



Fundraising Coordinator

National Sixties Scoop Healing Foundation of Canada

Closing Date: 12 April 2024 – 23:59 Pacific Time

Job Description

Who Can Apply: Canadian Citizens and Permanent Residents residing in Canada and abroad. Preference may be given to Indigenous People (Metis, First Nation, Inuit, Status, and non- Status).

Job Location: Virtual

“Survivors are welcomed and have become a community filled with healing and wellness, and the world has a deeper knowledge and empathy for survivor experience and history”

(Vision Statement)

The National Sixties Scoop Healing Foundation of Canada (NSSHFC) is a charitable foundation devoted to the healing and wellness of Survivors of the Sixties Scoop and their families. Created through class action by Survivors, the Foundation exists “to enable change and reconciliation, and in particular access to education, healing and wellness, and commemoration activities for communities and individuals.” and to “bridge the generations and give meaning to suffering, as well as to provide healing and reconciliation to the whole of Canada, now and for the future.”

The Foundation is seeking to expand its capacity and is hiring key positions related to its development and its service to survivors. The NSSHFC is hiring a suite of senior-level and technical support positions that will set the foundation for its programs and expand its capacity to deliver them.

The Job

The Fundraising Coordinator performs the strategic development function in the organization and drives its fundraising efforts to secure the resources needed to advance the Foundation's work. The Fundraising Coordinator reports to the Director of Finance and Operations and performs day-to-day activities to build and maintain sustainable revenue in partnership with major donors (high net worth individuals), foundations, corporate partners, and government. The Fundraising Coordinator works closely with the management and Team, Finance and Operations, Communications, and other personnel to build the Foundation's case for support that will result in sustainable revenue.

The position is a virtual position, whereby there is no geographic location requirement. We are accepting all interested applicants from across Canada from seas to seas to sea. No movement from your current location is required.

The Fundraising Coordinator has knowledge of the existing national funding community in Canada and how a not-for-profit operation prioritizes, launches, and maintains a selection of the following: capital campaigns, annual giving, special giving, major targeted gifts, gift of shares, planned giving and bequests, grants, and contributions from governments. Work is performed under supervision and is reviewed to ensure conformance with established procedures and practices, accuracy, and completeness. Advice, direction, ongoing oversight, and mentoring are provided by the NSSHFC Director of Finance and Operations.

Core Functions

The Fundraising Coordinator position involves three (3) main areas of responsibility.

Fundraising

Under the Supervision of the Director of Finance/Operations:

- *Develop compelling proposals, reports, communication tools, and other grant materials for high-net-worth people, foundations, institutions and corporations, including sponsorships and tax-deductible donation opportunities that articulate the Foundation's accomplishments and aspirations.*
- *Recommend policies and procedures that reflect ethical fundraising practices*
- *Implement fundraising activities:*
 - *Use ethical fundraising principles*

- Oversee the planning and execution of fundraising events specified in the NSSHFC fundraising development proposal and approved and placed into the Annual NSSHFC Integrated HR, Business and Finance Plan.
- Engage volunteers for fund-raising development projects using established NSSHFC practices
- Keep track of and be responsible for all deadlines, workflows, and project plans for fundraising activities including but not limited to:
 - Internal timelines for collection of information
 - Timely completion schedules
 - Projection of successful achievement of funding requests
- Work with staff to track grant deliverables
- Participate in the development and implementation of the annual NSSHFC fundraising development proposal plan and the NSSHFC major gift and individual donor program which get incorporated into the Annual NSSHFC Integrated HR, Business and Finance Plan.
- Participate in the planning and coordination of creative, strategic, and meaningful appeals, campaigns, and activities to engage new and existing donors both online and in-person

Maintain and build positive relationships.

Under the Supervision of the Director of Finance/Operations:

- Understand all aspects of the Foundation's Mandate, Mission and Vision
- Work with the Communications Coordinator to use impactful storytelling and communications methods to convey the power of collaborative action to external partners
- Steward and leverage relationships with existing funders that result in meeting or exceeding target fundraising goals
- Actively seek to deepen current donor relationships and forge new ones
- Support the NSSHFC Board of Directors and Team in relationship development with high- net-worth people, foundation and corporate funders, and major donors, including researching prospects; developing presentations and information packages, scheduling and taking part in meetings and site visits.
- Work with the Director of Communications to develop a comprehensive communications plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization; prepare or oversee the development of high- quality donor communications materials that demonstrate deep knowledge of the Foundation's programs and promote its Mission, (e.g., solicitation materials, thank you letters, annual reports)
- Through the Communications Coordinator develop web, newsletter, and social

media content to market the organization; promote fundraising activities, and acknowledge donors and funders

- *Develop and maintain relationship management systems that increase the Foundation's capacity to cultivate and sustain meaningful relationships with donors and funders.*

Coordinate strategy and reporting

Under the Supervision of the Director of Finance/Operations:

- *Foster an understanding of philanthropy within the Foundation*
- *Research, evaluate, and recommend new fundraising opportunities and tactics in alignment with the Foundation's values, strategic priorities, and Grantee's work*
- *Collaborate with the Director of Finance/Operations and others as needed to create an annual NSSHFC fundraising development proposal which increases revenues to support the strategic priorities of the Foundation*
- *Implement and report the progress of the annual NSSHFC fundraising development proposal development plan that is incorporated into the Annual NSSHFC Integrated HR, Business and Finance Plan*
- *Maintain accurate and up-to-date donor and fundraising data in a Community Relations Management-type database that respects the privacy and confidentiality of donor information*
- *Assist the Director of Finance and Operations and Team in preparing fundraising reports and materials for the Executive Director and NSSHFC Board of Directors*
- *Establish relationships with other internal parties such as the Project Managers, and Stewardship Directors Committee: determine efficient means of communication; exchange information, reports etc. as needed*
- *Meet regularly and report to the Director of Finance and Operations to raise any issues, challenges, strengths and/or opportunities for improvements, track results of fundraising efforts through quarterly reports that are both financial and mile-stone results-based objectives*

Participate in Team meetings.

Identify project achievements and challenges by reviewing project reports, submitting agenda items and preparing background information

- *Troubleshoot challenges with a team approach*
- *Agree to take on assignments or tasks within your field of expertise*
- *Follow-up on action items by completing tasks and documenting results*
- *Volunteer to help with meetings*

Specific Responsibilities

This job function maintains a close relationship with other team members of the staff of NSSHFC to develop and leverage relationships that result in meeting or exceeding target fundraising goals that ensure the Foundation's projects and core operations are appropriately and sustainably resourced.

Qualifications

Technical

The Fundraising Coordinator must have advanced skill in:

- *Technology skills:*
 - *Internet usage and network navigation*
 - *The full Microsoft Office suite with advanced-level Excel and Word skills*
- *Communication:*
 - *Exceptional, authentic, and persuasive communicator, orally and in writing*
 - *Writing, speaking, listening, presenting*
 - *Be very comfortable making delivering presentations, donation pitches, and motivating and inspiring others to want to make contributions*
- *Problem solving:*
 - *Troubleshooting, problem/issue identification, analysis*
 - *Be a real people person that values helping others in-person, and over the phone and internet communications*

The Fundraising Coordinator should have the following experience and background:

- *A post-secondary certification in Fundraising Management or an acceptable combination of education (Grade 12 or GED), training and/or experience (Three (3) years of increasing responsibility in a not-for-profit development role with a demonstrated track record of meeting fundraising goals). A relevant post-secondary degree will be considered an asset.*
- *Experience with Not-for-profit grant writing and individual giving programs and managing government grants and contracts is ideal*
- *Familiarity with and experience with the existing landscape of the Fundraising environment within Canada from coast to coast to coast is ideal*

- *Three (3) years of increasing responsibility in a not-for-profit development role with a demonstrated track record of meeting fundraising goals*
- *Evidence of the candidate being an “entrepreneur” and “self-starter” with a reputation of being able to be creative both alone and with teams in achieving measurable results*
- *Experience working in a cross-cultural environment, and with First Nations, Inuit and/or Metis communities is considered an asset*

The Fundraising Coordinator should have knowledge of and experience with:

- *The effective use of limited volunteer resources*
- *How a not-for profit organizations operate*
- *The Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code*
- *First Nations, Inuit and Metis community cultures*
- *Culturally Safe and Trauma Informed practices*
- *Special events planning and execution*
- *Operating within restricted budgetary and resource constraints*

Personal

The Fundraising Coordinator must be:

- *Passionate about the securing new and sustainable funding streams for charities*
- *A careful and perceptive listener with an empathetic understanding of funders' needs and interests, and energized by the creative challenge of storytelling to engage and motivate supporters*
- *Resourceful, innovative, optimistic, and flexible to embrace new opportunities and the evolving needs of a growing organization*
- *Highly organized and adept at building and running fundraising projects from concept through implementation.*
- *A positive Team player who thrives in a cooperative, collaborative environment*
- *Achievement-oriented and results-based worker*
- *A strong multi-tasker with the ability to work well under pressure to meet deadlines, and able to self-manage time and workflow to maximize efficiency*
- *An individual with an eye for aesthetics and meticulous attention to detail in reviewing and creating materials*
- *Comfortable with ambiguity at times and able to provide logical next steps based on logical risk management of the factors that lead to beneficial results*
- *The incumbent will be required to provide a Criminal Record Check*

- *Willingness to work in a diverse workforce*
- *Willingness to sign a confidentiality agreement*

The NSSHFC is fully committed to staffing a workforce representative of the population we serve. Those affected by the Sixties Scoop are especially encouraged to apply.

We are committed to providing a barrier-free work environment in accordance with the relevant legislation. The NSSHFC will make accommodations available to applicants with disabilities upon request during the recruitment process.

Please see our website at <https://www.sixtiesscoophealingfoundation.ca/> for more information on the NSSHFC.

***To Apply:** Interested candidates are invited to email a resume and cover letter in confidence to: HR@60sscoopfoundation.com*

***Closing Date:** April 12, 2024*