



**Concurrent Internal/External Posting  
DONOR RELATIONS LEAD  
35 hours per week – Permanent Position  
Job Class C, Level 1 - \$24.57/hr**

**Position Summary:**

Reporting to the Executive Director, the Donor Relations Lead is responsible for delivering on fundraising revenue targets through individual giving, corporate sponsorships and grant request activities and initiatives. The Donor Relations Lead will direct and manage marketing and communication that attract, cultivate and steward donors, sponsors, and funders.

**Qualifications / Skills:**

- Post-secondary education in a related field (fundraising, sales, marketing, and/or communications), or an equivalent combination of work experience and education
- Minimum 3-5 years' related work experience
- Proven track record as an excellent fundraiser
- Proven success in building and maintaining donor relationships
- Tech savvy with knowledge of CMS web sites, fundraising e-sites - Canada Helps, Eventbrite, Advanced understanding of business Social Media practices
- Familiar with donor database systems and ability to run queries and analyze data
- Strong organizational and project management skills with ability to prioritize deadlines
- Advanced interpersonal, public relations, and communications skills
- High degree of initiative and resourcefulness
- Certified Fund Raising Executive (CFRE) designation an asset

Full Job Description available on our website [www.commcareptbo.org](http://www.commcareptbo.org) click on Join Our Team.

**Please submit a detailed resume with cover letter by  
March 15, 2019 at 12:00 pm to:  
Community Care Peterborough  
185 Hunter Street E., Peterborough  
[hr@commcareptbo.org](mailto:hr@commcareptbo.org)**

*Community Care Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to providing accessible employment practices that are in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should any applicant require accommodation through the recruitment and selection process, please advise at the time of application. Thank you to all who express interest in this position. Only candidates selected for an interview will be contacted.*

