

## *External Job Posting*

### **Donor Relations and Communications Lead**

**Full-Time Permanent**

**Class C – 35 hours per week**

This is a fantastic opportunity for a driven, dynamic and energetic team player who wants to lead and propose big ideas, drive change and grow new revenue streams for the agency. Reporting to the Executive Director, the Donor Relations and Communications Lead is responsible for developing and implementing engagement and fundraising strategies to enhance revenue which may include annual giving, major gifts, planned gifts, corporate donations, individual giving, foundation support, in-kind resources, and grant solicitation. This position will play an instrumental role in attracting new donors to Community Care. The Donor Relations and Communications Lead will also direct and manage marketing, media relations and communication activities that attract, cultivate and steward donors and funders, along with program initiatives.

#### **Qualifications & Experience**

- Post-secondary education in a related field (fundraising, sales, marketing, business, communications), or an equivalent combination of work experience.
- Minimum 3-5 years' relevant experience, preferably in the not-for-profit sector.
- Certified Fund Raising Executive (CFRE) designation is an asset.
- Knowledgeable and familiar with donor database systems and ability to run queries and analyze data (SUMAC).
- Ability to prepare and analyze fundraising budgets and financial reports.
- Tech savvy with knowledge of CMS web sites, fundraising e-sites- Canada Helps, Eventbrite, and advanced understanding of business Social Media practices.
- Valid driver's license and access to a vehicle.

#### **Competencies**

- Strong organizational and project management skills with ability to prioritize competing deadlines.
- Understanding of legislation related to fundraising and charitable donations.
- Advanced interpersonal, public relations, and communications skills.
- Proven success in fundraising and building, maintaining stakeholder relationships.
- Skillful at developing new and unique ways to improve fundraising and marketing.
- Ability to promote the agency to a wide group of donor and supporter stakeholders.
- Positions the agency effectively to raise revenue, uses persuasion and attract and retain donors and supporters.
- High degree of initiative and resourcefulness.

**Compensation: \$47,939 - \$51,761 annually with comprehensive benefits plan.**

**Application Deadline:** Friday, January 19, 2024 at 12:00 p.m.

*We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.*

## *External Job Posting*

Send cover letter detailing your interest in the position and a résumé to:  
[hr@commcareptbo.org](mailto:hr@commcareptbo.org)

*Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive and barrier-free selection process and workplace that embraces diversity, values differences, and supports the full participation of all employees. We recognize the importance of ensuring that all applicants are treated with equal respect and dignity, and are protected from discrimination and harassment. If you require accommodation measures during the recruitment or selection process, please advise in confidence at the time of application.*

