

Now Hiring

Fundraising & Events Manager

Opportunity

The Fundraising and Events Manager will play a pivotal role in the success of Birchway Niagara's development efforts. Reporting directly to the Director of Development and Stewardship, this individual is responsible for overseeing the planning, execution, and evaluation of the agency's signature events, third-party fundraisers, donor relations, and the acceptance of monetary and in-kind donations. The Fundraising and Events Manager collaborates closely with the development team to ensure the achievement of annual development goals that support the agency's strategic planning.

REQUIRED SKILLS/KNOWLEDGE/EXPERIENCE

- Strong background in fundraising (minimum 3 years' experience)
- Ideally experienced in the charitable sector, preferably in social services
- Possess a non-judgmental attitude and appreciate diversity
- Must be knowledgeable of CRA requirements as they pertain to registered charities and official tax receipting
- Excellent interpersonal and communication skills. Able to quickly establish rapport, credibility and effective working relationships at all levels inside and outside the organization
- Extensive administrative support experience in a fast-paced work environment
- Strong organizational skills required, with strict attention to detail in all tasks
- Highly motivated self-starter with the ability to work independently, meet tight deadlines and balance multiple priorities
- Public speaking and networking to strengthen and create partnerships
- Engage and recruit event participants/attendees/donors
- Identify opportunities for third-party fundraising
- Excellent communication skills including persuasive storytelling
- A proven record of working independently and cooperatively as part of a team.
- PC proficiency and experience with word-processing and spreadsheets required

- Ability to multi-task, set priorities, and maintain a positive attitude at times of increased workload
- Database experience is required, and gift processing experience is a plus
- Superb track record in managing complex issues and exceptional planning and organizational skills to identify critical operating needs, set short and long-term plans
- Innovative, creative, future-oriented; focused on identifying opportunities and new and better ways of effectively making change
- Positive, enthusiastic and well-motivated with a high energy level and an interest in facilitating information transfer

WORKING CONDITIONS

- 36 hours per week (salaried position) including weekends and evenings for fundraising priorities and activities. Flexibility of scheduling and number of hours may vary as required up to 44 hours per week.
- Some travel is required in relation to fundraising activities and events, to attend meetings, conferences, and training opportunities (mileage compensation will be provided)
- There is a potential risk of abusers being on the property

OTHER REQUIREMENTS

- Criminal Reference Check for the vulnerable sector.
- Valid Driver's License and access to reliable transportation.
- Post-Secondary education in non-profit management, Fundraising, or equivalent.

WHAT WE OFFER

- Base salary of \$56,918 – \$66,963 based on experience and qualifications
- paid vacation
- paid time off, including sick, personal and float days
- Health and Dental Benefits including STD and LTD
- Registered Retirement Savings Program
- Family Assistance Program (EFAP)



APPLICATION PROCESS

Interested and qualified applicants may apply by submitting their resume to amandab@birchway.ca

Potential employees will be required to complete reference checks as part of the pre-employment process and a criminal reference check for the vulnerable sector. No telephone or agency enquiries please.

Birchway Niagara is an equal opportunity employer. We will accommodate the needs of applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process. Please advise amandab@birchway.ca to ensure your accessibility needs are accommodated through this process. Information received relating to accommodation measures will be addressed confidentially.

Birchway Niagara is strongly committed to equity, diversity, and inclusivity within its community and especially invites applications from all qualified candidates. Racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, 2SLGBTQI+ persons, and others who may contribute to the further diversification of ideas are encouraged to apply.

Only qualified applicants will be contacted for an interview.

CLOSING DATE

Posting will remain active until a suitable candidate has been found.