



Employment Opportunity

Title: **Fund Development Officer**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montréal, Canada
Status: Full time, 12 month contract, with possibility of renewal
35 hours/week

Application deadline : June 7, 2019

Start date: July 2019

Are you passionate about human rights and social justice? Are you interested in coordinating fundraising activities and helping to develop fund development opportunities in order to contribute to the success and impact of human rights education programs? Are you motivated by challenges, a team player and results-oriented? If so, Equitas has an exciting opportunity for you.

Based in Montreal, Equitas is Canada's most established and active human rights education organization. Equitas is dedicated to advancing equality, social justice and respect for human dignity in Canada and around the world through human rights education. Having adopted a new strategic plan in March, Equitas is poised for an exciting period of growth in our programs and consequently needs to grow its fundraising efforts.

Equitas is seeking a motivated **Fund Development Officer** who cares deeply about human rights, equality and inclusion and has experience in executing fundraising initiatives. Under the responsibility of the Communications Manager, the **Fund Development Officer** will play a key role in the coordination and execution of the Fund Development activities with a view to grow unrestricted revenues to support the success and impact of Equitas' educational programs in Canada and internationally. S/he will contribute to the elaboration and implementation of Equitas' strategies and coordinates and participates in activities related to fundraising. S/he works closely with the Communications and Fund Development Assistant as well as the Board's Fund Development Committee.

Tasks and main responsibilities

Development of Fund Development Strategies and Plans

- Contribute to the development of a multi-year fund development strategy, including the elaboration of a thorough diagnostic and assessment of practices
- Contribute to the development of work plans to execute the fund development strategy and operationalize the strategic directions adopted by the organization
- Develop processes for identifying prospective donors and contribute to the development of strategies for approaching individual and corporate donors for major gifts



- Actively participate and contribute to the work of the Board Fund Development Committee

Coordination of Fund Development Activities

- Coordinate the annual fundraising campaign
- Contribute to the organization and planning of cultivation and fundraising events
- Prepare tools (presentations, letters, reports, cases for support, etc.) to facilitate approaching prospective donors, sponsors, foundations, etc.
- Contribute to stewardship activities with donors and potential donors (ex. newsletters) and identify new engagement opportunities
- Support the Communications Team in ensuring that Equitas' online engagement strategies (social media, web, etc.) are optimized to support fundraising goals
- Contribute to the execution of targeted strategies aimed at raising funds for specific projects
- Ensure that accurate and up-to-date information is maintained on all donors and prospects in relevant databases and filing systems
- Further develop donor profiles and analyze data to help guide Fund Development strategies
- Ensure donors are thanked and recognized appropriately and receive receipts for donations as required
- Collaborate with Fund Development and Communications Assistant to ensure fundraising budgets, forecasts, incomes and expenditures are closely monitored
- Recruit, orient and support efforts of Fund Development volunteers
- Actively participate in organizational activities
- Perform such other tasks as assigned and required for the success of Equitas and its Fund Development strategy

Qualifications

Experience

- University degree in a relevant field for the position
- Experience in the implementation of fundraising activities with a proven track record of successfully raising funds
- Experience with the execution of fundraising campaigns
- Experience with event organization an asset
- Experience with databases, specifically ProDon and/or Salesforce an asset; otherwise interest and ability to master new technological environments and problem solve
- Experience in the fields of human rights, human rights education, and/or social justice issues an asset
- Experience working in a multicultural setting an asset

Skills and Other Considerations

- Passion for human rights and commitment to Equitas' mission and values
- Excellent communication skills, including the ability to write dynamic fundraising pieces and inspire people to support Equitas' mission



- Self starter with demonstrated capacity for innovation, creative thinking and generation of new ideas
- Strong planning, project management and organizational skills
- Strong interpersonal, communication, influencing and relationship building skills
- Tenacity in seeking results and desire to reach predetermined objectives
- Ability to take initiative
- Ability to multi-task, prioritize and work under pressure
- Ability to work well in a team and independently
- Interpersonal skills: tact, diplomacy and discretion
- Mastery of Office suite and solid IT skills
- Note: Applicants must have the right to work in Canada

Language

- Solid ability to communicate in both of Canada's official languages (English and French) in writing and orally on a daily basis.

For further information about Equitas consult our website at www.equitas.org. Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people with disabilities, and people of all sexual orientations and gender identities. Equitas offers a competitive salary and benefits in the NGO sector.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

Please **send 1 attachment** (cover letter and C.V.) with **your name and Fund Development Officer** in the subject line by **June 7, 2019** to:

Catalina Lomanto
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