

## JOB POSTING

<b>Job Title:</b>	<b>Donor Relations &amp; Communications Manager</b>	<b>Status:</b>	<b>Full Time</b>
<b>Location:</b>	<b>New Westminister</b>	<b>Posting #:</b>	<b>22-085</b>
<b>Hours:</b>	<b>40 hours/week</b>	<b>Salary:</b>	<b>\$67,000 - \$85,000</b>
<b>Schedule:</b>	<b>Weekdays based on operational needs</b>	<b>Closing Date:</b>	<b>June 26, 2022</b>

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The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

**We are recruiting for a Full Time, Donor Relations & Communications Manager.** Working closely with the CEO & COO, the Manager is responsible for developing and coordinating fundraising proposals, donor outreach and marketing initiatives in support of EFry's donor strategy. The Manager will take a leadership role in our mid-major gifts program, from identification to cultivation, to promotion, to stewardship. The Manager will anticipate and identify funding opportunities, manage the writing and submission of grant applications and reports, lead the organization's annual fundraising, marketing, communications, events, and donor recognition, and carry out the administration of the donor database.

### **KEY RESPONSIBILITIES:**

#### Donor Relations:

- Lead the development of donor proposals, and reports.
- Research funding prospects and identifies grant and funding trends.
- Identifies potential major gift donors using grant databases, wealth screening, internet, print and other sources.
- Manage EFry's donor database using Blackbaud Raiser's Edge NXT.
- Generate and manages the processes for monthly pledge reminders, donation follow-up, and donor acknowledgment letters.
- Produce reports for analysis, queries, and mailing lists for EFry's fundraising initiatives.

#### Communications & Marketing:

- Work with CEO/COO in the creation and design of development-focused and annual fund-related initiatives including social media campaigns, donor newsletters, and the annual report.
- Lead creation of marketing materials, both print and web for EFry programs.
- Utilize marketing and communications principles and practices in the collaborative creation of targeted content to increase EFry's profile within the community and sector.
- Oversee the management of EFry's social media and website.

**QUALIFICATIONS:**

- Diploma or degree in Business Administration, Marketing, Communication.
- 2 – 3 years related progressive experience in fundraising, donor relations, marketing and/or communications of equivalent combination of training, education & experience.
- Knowledge and understanding of fundraising management, principles, and practices.
- Experience and proficiency using Blackbaud's Raiser's Edge software, Microsoft Office (Word and Excel), email marketing software.
- Proficiency in Adobe Creative Cloud (Photoshop, InDesign, and Illustrator).
- Ability to lead while working collaboratively with others across the organization to achieve goals.
- Excellent professional communication skills and a high attention to detail, including accuracy and efficiency.

**PREFERENCE WILL BE GIVEN TO CANDIDATES WHO ALSO POSSESS:**

- CFRE or working towards designation.
- Video production experience.
- 1 – year experience supervising or leading a team.
- Experience working in a non-profit organization.
- Valid driver's license (Class 5).

**MANDATORY JOB REQUIREMENTS:**

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Ability to obtain Enhanced Federal Reliability Status.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hr@elizabethfry.com](mailto:hr@elizabethfry.com) by no later than June 26, 2022, with the subject line DR&CM 22-085.

**A comprehensive job description will be provided to all candidates shortlisted for interviews.**

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**