



Employment Opportunity

Position:	Donor Relations and Communications Manager
Employment Type:	Full Time, Permanent
Hours of Work:	37.5 hours/week, Monday to Friday, will require flexibility to work evenings and weekends as required
Location:	59 North Park St., Brantford, ON
Start Date:	January 2019
Reports to:	Executive Director
Date Posted:	November 22, 2018
Closing Date to Apply:	December 14, 2018 at 4pm

Job Summary

Nova Vita believes that every individual is entitled to a life without violence. We are looking for an enthusiastic, experienced, and resourceful fundraiser who is inspired by our vision and committed to making a difference in the lives of those impacted by domestic violence. The successful candidate will lead Nova Vita's Community Development Team in strengthening our current donor relationships, seeking new partnerships and opportunities for growth, as well as coordinating communications with media and stakeholders.

Qualifications

- 3-5 years of experience in fundraising with proven ability to grow and expand donor base
- Post-secondary degree or diploma in a related field or equivalent combination of education and experience
- Working knowledge and understanding of major fundraising databases
- Proven experience in roles requiring strategic vision, planning, and innovative thinking to capitalize on opportunities while managing multiple priorities
- Demonstrated experience with graphic design, marketing communications, and/or producing print materials for fundraising purposes
- Proficiency in digital marketing and social media platforms (Facebook, Twitter, Instagram, YouTube)

- Experience with public relations, engaging media, and public speaking
- Demonstrated ability to supervise and lead a team
- Excellent interpersonal, written, and verbal communication skills
- Demonstrated ability to be creative, take initiative, and to work as part of a team
- Knowledge of Nova Vita programs and services
- Knowledge and influence of the Brantford and County of Brant community
- Management experience is an asset
- Ability to have a flexible work schedule
- Computer literacy is essential
- Valid driver's licence, insurance, and own vehicle
- Ability to lift and carry up to 30lbs

Responsibilities

- Create and implement an annual fundraising plan and monitor targets
- Identify, recommend, and implement fundraising activities to meet targets
- Take initiative to build relationships with potential funders, donors, and sponsors
- Assist in the planning and implementation of fundraising and awareness events
- Generate new ideas and opportunities to increase fundraising and fund development
- Research and liaise with potential donors and foundations to identify and evaluate potential funding sources
- Identify, develop, and solicit corporate support
- Build and maintain profitable, long-term fundraising relationships with current and potential donors
- Prepare and deliver presentations to a wide variety of audiences
- Manage all aspects of Nova Vita's social enterprise, Closet Couture Boutique
- Be an ambassador for Nova Vita at fundraising and public awareness events
- Develop, review, and edit fundraising and marketing materials
- Monitor fundraising sector developments including legislative changes
- Coordinate and implement communication strategies for legacy media and social media
- Engage, monitor, and respond to social media platforms
- Supervise the Community Development Team to monitor performance
- Participate on related internal and community committees
- Assume other duties as required

Accountabilities

- Ensure annual fundraising plan, activities, and targets are managed effectively and efficiently
- Regular and punctual attendance for work and meetings
- Adhere to agency policies and procedures at all times
- Keep donor database up-to-date and issue tax receipts in a timely manner
- Adhere to confidentiality and other applicable legislation

- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency
 - Maintain a professional image at all times
 - Regularly report to the Executive Director
-

Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation.

Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, LGBTQI+, or disAbled to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit their resume and a cover letter outlining their salary expectation by December 14th, 2018 to:

Nova Vita Domestic Violence Prevention Services

Email: info@novavita.org

Email Subject: **Donor Relations and Communications Manager**
