



Start Me Up Niagara	Grants, Events and Fundraising Manager
TYPE OF POSITION:	Permanent Contract (Based on Funding)
REPORTS TO:	Executive Director
CLOSING DATE:	Ongoing
RATE OF PAY:	25\$ - 27\$/hr + Benefits and PTO

Position Summary

As Grants, Events and Fundraising Manager, you will foster and model the mission, vision and values of Start Me Up Niagara. This position has a variety of responsibilities and tasks. The job description outlined below is intended to be a guideline and may be reasonably modified as the program and agency needs change and evolve.

Responsibilities

The Grants, Events and Fundraising Manager supports the leadership team of Start Me Up Niagara in establishing a fundraising and donor engagement plan for existing and future agency programs. This role also oversees and coordinates donor management, relationship building and community partnerships. The role works in close collaboration with the Public Relations and Communications Manager.

- Organize and oversee a strategy to build relationships with potential donors and sponsors and execute successful outcomes for each.
- Complete and submit grant proposals that fund agency programs as determined by grant guidelines
- Manage and submit all reporting required for each grant submission in coordination with senior leadership
- Study and understand initiatives to create fundraising opportunities and proposals that inspire support of the community
- Design and implement a fundraising strategy for the agency
- Develop and implement donor/sponsor recruitment channels and systems
- Build strong relationships and a network of potential donors or sponsors, which will also involve handling corporate and community partnership related inquiries
- Keep well-informed of emerging trends and techniques of charitable giving and revenue generation
- Lead community fundraising events (developing timelines, manage and execute events both internal and external)
- Create and implement awareness-raising campaigns
- Provide input and content for newsletters, annual reports, websites, online social channels, brochures, fact sheets and press releases with Comms team
- Research and compile up-to-date facts and statistics about relevant program priorities and issues that marginalized people experience as it relates to grant opportunities that support our programming.
- Public relations - create and maintain a positive public image for the organization by attending public speaking engagements and events as they relate to agency business.
- Other duties as required

Qualifications

Responsibilities encompass all aspects of SMUN's philanthropic activities including prospect research and identification, annual events, major gifts, grant applications and reporting and donor stewardship.

- Post-secondary education in fundraising, non-profit management or equivalent
- A minimum of 2-3 of fundraising experience or equivalent
- Demonstrated experience in prospect research, prospect management, soliciting and securing annual, monthly, and major gifts
- Self-motivated, high energy, results oriented and the drive to exceed expectations
- Excellent oral and written communications skills and demonstrable skills and experience in writing and presenting clear and compelling funding proposals and grant applications
- Experience building thoughtful, engaging and unique donor relations, donor recognition and stewardship programs
- Exceptional interpersonal skills, verbal communication and listening skills
- Demonstrated management and leadership skills, initiative, tact, diplomacy, integrity, and creativity
- Familiarity with fundraising database applications
- Experience working with volunteers, committees, and boards
- Financial management experience, including management and oversight of budgets
- Exceptional organizational and time management skills (project management skills an asset)
- Understanding the value and importance of SMUN programs
- Proficient computer skills needed (especially MS Office and other relevant current business software programs)
- Valid driver's license and access to a reliable vehicle for the purposes of business travel
- Flexibility to work evenings and weekends and to travel to locations throughout our service area as needed
- Certified Fund Raising Professional (CFRE) accreditation is considered an asset
- Association of Fundraising Professionals (AFP) Membership is considered an asset

General

- Abide by the Code of Conduct and ensure team is informed periodically of the Code of Conduct including updates or changes when necessary
- Observe all fire, safety, and health regulations, and be on the alert for the safety of staff and participants
- Ensure up to date regulations/laws from all related third parties are shared with the team
- Maintain a healthy and safe working environment

How to Apply

Applicants are invited to email a cover letter and resume to hr@startmeupniagara.ca with the subject line "Grants, Events and Fundraising Manager"

We thank all applicants, however only those who are selected for an interview will be contacted.

Accommodation

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations



within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.