



Fundraising Manager (maternity leave contract)

About Camp Quality Canada

Camp Quality Canada strives to provide empowering camp experiences for kids with cancer and blood disorders. Our philosophy is that together, we can do anything, be anything and achieve everything. We have the power to turn life's challenges into adventures.

Originally founded in Australia in the 1980s, the Camp Quality name quickly spread throughout the world. Today, there are 6 independent Camp Quality organizations operating in 6 countries around the world. With a dedicated team of nearly 400 volunteers across Canada, CQ delivers uplifting camp experiences to children with cancer and blood disorders, and their families. Camp Quality Canada is a small staff team of 5.5 FTE based in Toronto.

You can find out more about CQ at www.campquality.org

Purpose of the Position

The Fundraising Manager (FM) role is primarily office based. The FM will work alongside the Executive Director (ED) and Events & Marketing Manager (EMM) to implement a new fundraising strategy and increase overall fundraising revenue nationwide. The FM will also work closely with the 6 regional Volunteer Fundraising Coordinators and the Board Fundraising Committee.

Responsibilities

Fundraising:

- Work with the ED and EMM to execute the annual Fundraising Strategy to raise \$1.1 million, and assist in the creation of the new Fundraising Strategy for the coming year
- Manage incoming donations and donor stewardship
- Actively utilize the GiftWorks donor CRM database
- Oversee and support donation processing and receipting with the Administrative Coordinator (ensure CRA guidelines are followed)
- Grant and proposal writing and management of grant pipeline (including reporting)
- Focus on annual donors at the under \$500 level (approximately a \$100,000 value total)
- Lead the creation and execution of spring and holiday campaigns
- Assist with donor prospect research as needed
- Support the 6 regional Volunteer Fundraising Coordinators and provide monthly donation reports
- Secure in-kind and corporate sponsorships at the \$500 and under level
- Support the Events & Marketing Manager with the signature Bay Street Kicks and Axe



Cancer events, and other third-party community fundraising events as needed

- Participate in the Fundraising & Marketing Committee with the Board of Directors
- Act as a Camp Quality ambassador which may include speaking at events

Marketing & Communications:

- Participate in social media management
- Assist in the creation of quarterly newsletters
- Lead the creation of the Annual Report
- Assist in basic graphic design (posters, etc.)
- Other duties as needed in our team focused staff culture

Competencies, Skills and Qualifications

- A minimum of 3 years of fundraising experience
- Superior interpersonal and relationship building skills
- Excellent written and verbal communications skills
- Ability to work in a fast paced and results-oriented environment
- Excellent organization, systems creation, planning and administrative skills
- Strong skills in a donor database CRM (GiftWorks, Artez, Raiser's Edge)
- Strong software proficiency in Microsoft and the Google Suite of programs
- CFRE accreditation would be considered an asset
- Graphic design and creative skills (ie. Adobe suite, Canva, etc.) considered an asset

Compensation and Details

- Full-time 13-month temporary contract, 40 hours/week
- Start date March 30th, 2020
- Intermediate level role
- \$50,000 - \$65,000 salary range, plus cell phone compensation
- Reporting to the Executive Director
- Based out of the Camp Quality office at 1444 Queen Street East, Toronto

To Apply:

If you would like to apply for this role, please email a cover letter explaining why you are the right person for this particular role and your interest in our cause, along with a current resume listing your qualifications and experience, and a grant/letter sample (optional) to:

Jarvis Strong, Executive Director, by **Monday March 2nd, 2019**. employment@campquality.org

****Preference will be given to applicants who include a sample of a grant or fundraising campaign letter that they wrote.***