

Employment Opportunity – Fundraising Program Manager

13-month contract position: August 2018 - August 2019



Application deadline: Friday May 11, 2018 at 12 pm EDT

If you believe that:

- Social change is possible
- Feminist principles and process can help change the world
- Social justice activists, in Canada and in the global South, can support and learn from each other
- You have a contribution to make in helping strengthen and manage a Canadian organization devoted to the promotion of social justice and human rights around the world

...you may be interested in applying for a **Fundraising Program Manager** position (parental leave replacement) at Inter Pares, a Canadian social justice organization. To globalize equality, Inter Pares collaborates with people and organizations who are dedicated to building more just societies and creating positive change.

As part of our institutional co-management team, the successful candidate will be expected to share responsibility for Inter Pares' financial, administrative, and political well-being and direction. The co-management team operates on a parity basis – equal salary, equal responsibility – guided by principles of consensus-based decision-making. All co-managers participate in management committees, administration, raising funds, donor relations, board relations, external representation, and public engagement.

The Fundraising Program Manager position

As a member of Inter Pares communications and fundraising team, the fundraising program manager will be responsible for relationship building with existing Inter Pares donors, as well as reaching new supporters. She or he will engage program managers and the board of directors to support fundraising efforts. While watching trends in the charitable sector, he or she will adapt our programs to these changes. This position is a full-time one, based in Ottawa.

Responsibilities of the Fundraising Program Manager

- Coordinate and implement the direct mail program, monthly donor program, online fundraising, and donor relations by phone and in person
- Write and coordinate foundation grant proposals and reports
- Write and personalize correspondence with donors
- Manage and maintain Raiser's Edge, our CRM database
- Research and implement donor acquisition and donor retention strategies
- Monitor and report on fundraising results to the all-staff team and board of directors
- Travel occasionally within Canada to meet with donors and/or the public
- Participate in various management committees

The candidate should have the following experience, skills, and attributes:

- Solid experience in all or most of the above responsibilities

- Commitment to social justice, feminist principles, diversity, and anti-oppression values
- Commitment to collective work, ability to work in a team and without direct supervision
- Excellent written skills, attention to detail, and an ability to write for a variety of audiences
- Good interpersonal skills and experience with consensus decision-making and group process
- Analytical abilities and capacity to think and work strategically and creatively
- Financial management, administrative, and organizational skills
- Willingness to work evenings and weekends on occasion; availability to travel within Canada or internationally is an asset (a contribution towards child care expenses for the above is accessible)

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Language Requirements

- Excellent writing, speaking, and editing skills in English
- Good to very good written and oral communication skills in French

Salary and benefits

All full-time members of staff receive the same base salary of \$64,864 with a generous benefits package that includes extended health coverage and retirement planning benefits. It also includes a dependents allowance (if applicable) for dependent children, disabled spouses or siblings, and/or elderly parents who are economically dependent. The contract includes four weeks of vacation.

Start date: August 1, 2018 **End date:** August 30, 2019

Application process

Candidates must have legal permission to work in Canada. Interested persons should submit a single document that contains their CV and a cover letter in English elaborating why they are interested in working at Inter Pares and the skills and experience they would contribute. This can be sent by e-mail to: info@interpares.ca, with the subject: Fundraising Program Manager job application.

Candidates must be available for interviews in Ottawa May 24, 25 or 28, and the successful candidate will be asked for further interviews between June 4 -8. Inter Pares will assume interview expenses for candidates in Canada. Other interviews will be conducted by videoconference. The interview will be in English and will include 1-2 questions asked in French. The interview will also include a writing test in both English and French. We are happy to provide [an accessible interview and employment environment](#) and accommodation if required.

Inter Pares is dedicated to the goal of building a diverse and pluralistic staff, and strongly encourages applications from women, racialized people, Indigenous people, people with marginalized sexual or gender identities, and persons living with disabilities. We invite candidates to share how they personally identify in their application if they wish to do so.

For more information about Inter Pares, please consult our website: www.interpares.ca.