

Position: Community Partnership & Fundraising Manager

Status: Part-time

Work Sites: Squamish Helping Hands | Under One Roof

This role is available as Hybrid, if desired by candidate

Shifts: 32 hours per week, exact schedule TBD

Wage/Salary: \$39.00 per hour

Posting Date: June 18, 2024

Closing Date: Open until filled

Squamish Helping Hands is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This is an excluded position.

Interested individuals should apply by providing a **resume and cover** letter to SHHS Management Team at info@shhs.ca quoting the **Community Partnership & Fundraising Manager in the subject line**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

Job Description:

As the Community Partnerships & Fundraising Manager, you will work closely with the ED, board, and leadership team to seek partnerships and fundraising opportunities, with the goal of inspiring community members, organizations, and potential partners and funders to be curious about Squamish Helping Hands Society (SHHS). This role requires an experienced and motivated fundraising professional who can work independently, and carry out planning, development, and implementation of projects and activities designed to increase fundraising opportunities, and build strategic relationships which may lead to partnerships.

In addition to identifying and connecting with prospects, this role will look at diversification opportunities, collect and analyze data related to efforts and impact, engage in grant writing and donor relations, as well as working with budgets. The Community Partnerships & Fundraising Manager will believe in SHHS's mission, vision, and values, and seek values-aligned partners and leads; this incumbent must be comfortable presenting to a wide range of audiences with targeted content to generate knowledge and interest in SHHS and our mission.

This position will support fundraising and donor relations activities, and as such will have access to confidential information, and therefore the utmost discretion and professionalism is required. In addition to a passion for our mission, vision, and values, this role requires exceptional communication skills, discernment, and business acumen. This position reports to the Executive Director.

Responsibilities:

- Responsible for the identification, cultivation and engagement of individuals, foundations and corporate donors to meet fundraising goals and align with the mission, vision and values of SHHS.
- Collaborate closely with the ED and leadership team to support diversity in growth through identifying and prioritizing opportunities and threats.
- Analyze, develop and evaluate reports, systems and statistics as a tool to measure impact, and make recommendations based on findings.
- Strive to diversify the funds available to SHHS regionally and provincially through knowledge of current opportunities and industry trends in philanthropy and the not-for-profit sector.
- Ensure SHHS maintains the appropriate software to effectively manage its donor database; develops and maintains administrative tracking systems for current and potential donors and partners to ensure capture of relevant data, timely follow up, and progress tracking.
- Identify new development trends that may have a positive return for the Society; attends industry events, seminars, webinars, and information sessions to stay current.
- Oversee donor and stakeholder communication that supports grant writing, fundraising, acknowledgement and recognition of donors.
- Work with the Finance Manager to prepare and manage relevant areas of the budget.
- With the Executive Director, create and facilitate presentations at community events.
- Support and provide guidance to the Executive Director, Board members, employees and volunteers on fundraising activities.
- Actively contribute to a culture of collaboration that supports empathy and work life balance.
- Contribute to the communication plan of SHHS; develop related communications materials in collaboration with leadership and marketing partners.
- Work with senior leaders to plan and execute events related to fundraising and community engagement.
- Other duties as required.

Knowledge, Skills & Abilities

- Considerable knowledge of industry trends related to fundraising, philanthropy, partnership development, donor relations, and prospect generation, including knowledge of government initiatives and grant opportunities
- Advanced verbal and written communication; able to express ideas effectively in writing, strong business acumen, and the ability to target communication to the audience.
- Knowledge of nonprofit/donor management software, Microsoft Office suite and social media platforms
- General understanding of budget management and financial considerations involved in not-for-profit business management



- General understanding of event planning and execution
- Excellent interpersonal skills, with the ability to build and maintain positive relationships with leadership, staff, colleagues, board members, consultants, as well as other internal and external stakeholders.
- Strong organizational skills, with the ability to prioritize tasks efficiently and meet deadlines.
- Ability to work autonomously and take initiative, demonstrating discernment on when to ask for direction, and when to move forward independently.
- Ability to maintain confidentiality, and handle sensitive material with utmost discretion and sound judgement
- Ability to demonstrate and communicate SHHS mission, vision, values professionally

Qualifications:

- Bachelor's degree or college diploma in business, nonprofit administration, public administration/relations or communications.
- Three to five years of related and relevant experience; may include business administration, fundraising, engagement, community development
- Experience developing and implementing effective communication strategies
- Experience in a not-for-profit organization an asset
- Experience using nonprofit/donor management software, Microsoft Office suite and social media platforms
- A driver's license is as asset
- *Or an equivalent combination of skills and experience*

For more information on the various focus areas please contact info@shhs.ca

Note that Squamish Helping Hands workplace currently falls under a Provincial Health Order that requires workers to be fully vaccinated for COVID-19.