



GRAND VALLEY
EDUCATIONAL SOCIETY

GVES Part-time Fundraiser Position Description

Reporting to the Board of Directors the Part-time Fundraiser is responsible for leading, planning, executing and monitoring results for GVES's revenue generating activities including events, the sustainability membership program, partnerships, sponsorships, grants and third-party fundraisers. In this capacity, the individual will contribute to the execution of GVES's 2018-2020 strategic plan and will work collaboratively with the Board to ensure fiscal responsibility.

The incumbent will work with the Board, while assuming considerable independent discretion in the creation and implementation of the fund development plan to support the fundraising goals of the organization. Maintaining professional relationships with funders, volunteers and community partners is vital to the success of this position and to the organization. The role will have competing priorities, so time management is important. There will be some travel and attendance required at GVES event(s).

Required Experience

- A minimum of 3-5 years of experience fundraising and marketing;
- Post-secondary degree is preferred or an equivalent combination of training and experience;
- Proven experience and success in securing gifts, sponsorships, partnerships and grants of \$30,000+ as well as direct response and event fundraising is a plus;
- Proven people and leadership skills, ability to collaborate to achieve goals of the organization;
- Experience managing projects and complex tasks with multiple stakeholders;
- Proven stakeholder management and relationship building skills;
- Strong understanding of the Brantford/Brant community;
- Strong written and verbal English language skills combined with excellent communication, research, report writing and presentation skills;
- Experience in reporting back to funders: Donors and annual reports;
- Experience with computer software programs and specifically working with a donor management, fundraising or stakeholder management system is an asset;
- Sound judgement and decision-making skills and the ability to work independently; and
- Excellent organizational skills, ability to effectively multi-task and attention to detail are critical; ability to deal with multiple deadlines and demands.

Key Accountabilities

Organizational

- Raise awareness of the GVES and its work at local and provincial levels, e.g. presentations
- Provide leadership on fundraising strategy; advise and support fundraising activities;
- Represent the organization externally as appropriate and required;
- Provide guidance and support for organizational communications strategy; and
- Foster a culture of philanthropy internally and externally.



Fund Development

- Develop and implement a sustainable strategy to raise funds, with a specific project focus on financial partnerships with corporate community investment, corporate marketing programs, and granting organizations;
- Motivate and facilitate supporters to maximise the funds they raise;
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters;
- Develop and coordinate web-based fundraising;
- Increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities;
- Make risk analyses and balance time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success;
- Create and maintain tools to monitor and evaluate all fund development activities to ensure that fundraising goals are achieved;
- Set – in consultation with the Board of Directors – and achieve annual fundraising targets;
- Foster and grow a network with both community and corporate partners;
- Develop a prospect pipeline and assist the Board of Directors in identifying, cultivating, soliciting and stewarding prospects/funders;
- Implement funder engagement, acknowledgement and recognition activities and procedures as outlined in the fund development plan;
- Oversee and support organizational corporate sponsored community events;
- Develop meeting briefs, prospect research profiles, write proposals and funding applications, and other necessary fundraising communication materials as required;
- Develop, implement and sustain internal policies and procedures for gift acceptance and processing;
- Practice ethical fundraising in keeping with the mission and values of GVES and in accordance with charitable giving standards; and
- Ensure ongoing familiarity with current trends and best practices in fund development.

Specific Skills

- Priority and time management
- Performance management (goal setting, tracking and measurement)
- Emotional intelligence
- Business acumen (financial reporting)
- Continuous process improvement
- Strong, presentation, print, digital and verbal English language communications skills
- Innovative nature