

### **Job Posting – Fundraising Officer (Montreal)**

At Human Concern International (HCI), we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wishing to change the lives of thousands of Afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 million in aid and transformed countless lives in over 40 countries.

Are you someone who enjoys getting involved in the community and is passionate about humanitarian work? Then this position is for you! As a Fundraising Officer, you will be HCI's focal point of contact in the community with the goal of increasing brand awareness, building partnerships, and raising funds for **causes that matter**. You are someone who has a friendly and outgoing personality who loves to connect with people and motivate them towards doing good.

**Position Title:** Fundraising Officer (Montreal)

**Reporting To:** Director of Fundraising

**Location:** Montreal

**Terms:** Full time – 37.5 hours per week

**Deadline to Apply:** Ongoing until position is filled

### **Key Duties & Responsibilities**

#### **Outreach**

- Maintain a strong image of HCI within the community and introduce new donors to the organization;
- Create a special relationship with major donors and community leaders, keeping them informed of HCI's work and successes;
- Utilize all regional and personal social media platforms to promote HCI messaging, campaigns, activities and appeals;
- Create a calendar for outreach activities, including community events, workshops, appearances and other opportunities.

#### **Objectives**

- Organizing collections at masjids and other community, business locations, for example, but not limited to, Jummah, Ramadan, Taraweeh, Emergency Appeals;
- Grow local area donor base by minimum 5% in year 1;
- Increase donation funds by minimum 10% for your area in year 1;
- Recruit 10-20 strong community volunteers to support outreach and event management;
- Distributing material for specific campaigns (Ramadan, Qurbani, Emergencies);
- Setting up fundraisers in collaboration and partnership with the community and grass-root organizations;

- Coordinate events to raise funds, including donor/volunteer appreciation events, fundraising tours, and other fundraising initiatives;
- Make phone calls during specific campaigns to solicit donations from donors in your region;
- Identify businesses that may partner with HCI work - Collection boxes, in-kind donations to sponsorships;
- Identify High-Net-Worth (HNW) individuals in your community to support major HCI projects, in coordination with national leadership;
- Engaging with MSAs in local Schools, Colleges & Universities, in partnership with other HCI departments;
- Networking with other NGOs to identify local projects for HCI to be involved in;
- Capture media at events and as directed by leadership team;
- Collaborate with all functions and teams within HCI to promote work place values, ethics and ways of working;
- Postholder may need to cover or support Fund Development team members in other regions and on national events outside their region;
- Travel, evening and weekend work is part of this role;
- Any other tasks assigned.

### **Qualifications, Skills and Experience**

- University degree desirable, preferably in events planning, fundraising or project management, or equivalent alternatives;
- Experience working within a fundraising, sales and/ or events planning role, preferably with a non-profit organization;
- A track record in community activism and volunteering;
- Excellent interpersonal skills with a customer service orientation and the ability to interact with individuals from a variety of social backgrounds;
- Excellent prioritization and time-management skills;
- Team player with the ability to work independently;
- Strong and clear commitment to HCI's values;
- Fluency in English with excellent written communication skills, fluency in French or any other ethnic language is an asset;
- Full driving license, with access to a car is considered essential.

### **Our Offer**

- Salary is competitive and commensurate with experience and other qualifications
- Comprehensive medical insurance package that covers life, medical, vision, dental and wellness benefits
- Parental Benefit top-up
- Company investment in Registered Retirement Savings Plan
- Paid Vacation, Sick & Family Days accrued annually

- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

If you are interested in this position, please email a cover letter and resume to [careers@humanconcern.org](mailto:careers@humanconcern.org) with the subject heading 'Fundraising Officer - Montreal'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.