

Job Posting – Fundraising Officer (Ottawa)

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 (Ottawa)

Reporting To: Director of Fundraising

Location: Ottawa

Terms: Full time – 37.5 hours per week

Deadline to Apply: Ongoing until position is filled

Key Responsibilities:***Outreach and Relationship Management***

- Serve as HCI's ambassador in the community, enhancing our visibility and introducing new donors to our mission.
- Build and maintain relationships with major donors and community leaders, keeping them informed about HCI's successes and initiatives.
- Leverage social media to promote HCI's messaging, campaigns, and events.
- Organize and maintain a calendar of outreach activities, including community events and workshops.
- Identify and engage High-Net-Worth (HNW) individuals to support key projects, collaborating with national leadership.
- Partner with local schools, colleges, and universities to engage youth through our programs.
- Network with other NGOs to identify collaborative local projects.

Fundraising

- Develop and implement strategies to engage potential donors and secure financial support.
- Design and execute innovative fundraising campaigns, including direct mail, online giving, and major gifts.
- Set and monitor fundraising goals, providing regular updates to leadership on progress.

- Analyze fundraising data to identify trends and optimize strategies.

Event Management

- Plan and coordinate events that promote HCI's mission and foster community engagement.
- Collaborate with volunteers and stakeholders to ensure successful event execution.
- Evaluate event outcomes and gather feedback for continuous improvement.

Volunteer Management

- Recruit, train, and manage volunteers to support outreach and fundraising initiatives.
- Cultivate a positive volunteer experience that aligns with HCI's goals.

Youth Engagement

- Develop programs and activities that engage youth in HCI's mission.
- Create opportunities for youth leadership and participation in outreach and fundraising initiatives.

Local Institutional Grants and Funds

- Research and identify potential local grants and funding opportunities.
- Prepare and submit grant proposals, ensuring compliance with all requirements.
- Build and maintain relationships with local grantmakers to foster ongoing support.

Data Management and Compliance

- Track, record, and report accurate donor and donation data.
- Conduct due diligence and prepare required documentation and reports in accordance with HCI compliance, policies, and processes.

Qualifications, Skills and Experience

- University degree in events planning, fundraising, project management, or a related field preferred; equivalent experience is acceptable.
- Experience in fundraising, sales, or event planning, ideally within a non-profit organization.
- Proven track record in community activism and volunteering.
- Exceptional interpersonal skills and a customer-focused approach.
- Strong prioritization and time management abilities.
- Team player with the capacity to work independently.
- Commitment to HCI's values and mission.
- Fluency in English; proficiency in French or another language is a plus.

- Valid driver's license and access to a vehicle are 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

Some travel, as well as evening and weekend work, may be required.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading 'Fundraising Officer - Ottawa'.

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