



## **Job Posting - FUNDRAISING OFFICER (GTA)**

At **Human Concern International (HCI)**, we are committed to responding swiftly and effectively to crises, ensuring that communities receive the support they need when they need it most. For over 40 years, HCI has been at the forefront of emergency relief, delivering aid and hope to families 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 (GTA)

**Reporting To:** Fundraising Manager

**Location:** GTA

**Number of positions:** 2

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

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

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## **Key Duties and 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.

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## **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.



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## Our Offer

- **Competitive Salary:** Commensurate with experience and qualifications, along with potential annual incentives.
- **Benefits Package:** Medical, wellness programs, and more.
- **Retirement Savings:** Contributions to a Registered Retirement Savings Plan.
- **Paid Time Off:** Sick days, vacation days, and family days for work-life balance.
- **Professional Development:** Access to training, leadership programs, and career growth opportunities.

*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](mailto:careers@humanconcern.org) with the subject heading “Fundraising Officer (GTA)”.*

*We appreciate all applications; however, only candidates selected for an interview will be contacted.*