

**The Caldwell Family Centre is looking for the right person to join our team in the full-time role of Manager of Fundraising and Communications.**

**About the Family Centre:**

Located in the Carlington neighbourhood of Ottawa, the Caldwell Family Centre provides much needed programming to low-income families and individuals, and those living in poverty or are unhoused.

Our mission is to reduce the impact of poverty in Ottawa. Our vision is a city without poverty where all residents live with dignity.

**About the Role:**

The Manager of Fundraising and Communications reports directly to the Executive Director and works closely with the Management Team to deliver the organization's strategy and vision.

The successful candidate will be passionate about the community we serve, and possess the skills necessary to enable the organization to achieve our fundraising targets.

They will have substantial fundraising and communications experience, a talent for building relationships and a proven track record in securing funds from individuals, foundations, and corporations.

**Main Responsibilities**

**Strategy and planning**

- Work closely with the Executive Director to plan and execute annual fundraising campaigns and achieve income targets across various revenue streams
- Identify new potential income streams and produce strategies to access these funds

**Financial Planning and Budget Management**

- Provide input into annual fundraising budget and ensure fundraising initiatives are kept within budget
- Develop and maintain fundraising KPI's

**Fundraising**

- Manage an effective fundraising program that delivers revenue to fund programs and operational needs
- Develop strong cases for support for Caldwell Family Centre and its programs
- Oversee the management of the grant program
- Lead the individual giving development plan which includes cultivating current donors and inspiring new donors
- Lead the monthly donors, major gifts and legacy gifts programs
- Develop and maintain an engaging stewardship program

### **Ideal Candidate**

- Minimum 5 years' experience in a similar role
- Demonstrated track record of strategic fundraising with significant, and relevant revenue achievements
- Proven ability to build, manage and develop key stakeholder, client, and donor relationships
- Effective dissemination of information to large and diverse groups
- A strong background in communications, including experience with social media posts on LinkedIn, Instagram, and Facebook, and creating website content
- Experience with digital fundraising
- Experience with data management and analysis using fundraising databases and applications
- Experience with conducting Direct Mail activities inhouse
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/or its services
- Knowledge of the fundraising environment and of a range strategies and techniques to support the cost-effective revenue generation for Caldwell Family Centre
- Exceptional storytelling skills to inspire internal audiences, stakeholders and donors
- Demonstrated ability to evaluate initiatives and programs and initiate, develop and deliver new initiatives that build on their successes
- Commitment to the organization's core values and strategic direction
- Ability to work flexible hours
- Energy, enthusiasm, and passion to support the community we serve

### **Qualifications and Assets**

- CFRE preferred but not essential
- Highly self-motivated and able to work autonomously and take initiative
- Bilingual French/English an asset

The Caldwell Family Centre encourages applications from candidates from diverse backgrounds, identities, and lived experiences, including but not limited to racialized, Black, and Indigenous individuals, and members of the LGBTQ2S+ community.

To apply please submit your resume and cover letter to [Director@CaldwellCentre.ca](mailto:Director@CaldwellCentre.ca) by March 31, 2023, at 5:00pm.

No phone calls please.