



Fund Development Specialist

Big Brothers Big Sisters has been a part of the Kincardine area for over 35 years. We enable life-changing mentoring relationships to ignite the power and potential of young people in order to see that all young people realize their full potential. We provide direct service to children by matching volunteers and youth in quality mentoring relationships. Our agency staff members are experts at screening volunteers and matching them with a young person in a variety of mentoring programs.

We offer 3 mentoring programs to young people aged 6-18 in communities across Southern Bruce and Northern Huron counties.

Big Brothers Big Sisters of Kincardine & District is currently accepting applications for a part-time, 20 hours per week, Fund Development Specialist.

This position could be for you if:



- You love to connect and engage with your team, volunteers, community partners and families
- Your idea of a great week has you both in and out of the office while establishing relationships with community partners to build experiences.
- You are organized and understand the importance of well-maintained databases.
- You enjoy a friendly, collaborative, high-paced and rewarding work environment
- You are goal-driven and a team-player



A day in the life of a Fund Development Specialist involves:



The Fund Development Specialist plays a critical role in serving BBBS Kincardine's mission to enable life-changing mentoring relationships that ignite the power and potential of young people. This role will be a rock star in raising vital funds to support agency programs and operations. You will be responsible for creating and executing a Fund Development Plan based on our Strategic Goals and Management Plan. The plan will include key priorities, such as, growing our sponsorship and donor base, and expand giving options; seek new opportunities for partnerships; develop and execute an annual grants application plan; and more.

This role requires an action-oriented, creative, passionate, articulate professional who thrives on building exciting new opportunities and growing current stakeholder relationships. The Fund Development Specialist will be able to immerse quickly and effectively in the day to day operations of the agency. Reporting to the Executive Director, you'll be the heart and sole of our Fund Development Team.



Key Responsibilities:



- Develop a Fund Development Plan that focuses on the Strategic Goals and Actions from our Management Plan
- Research and develop a donor database (CRM)
- Work with the Marketing and Communications Specialist to develop presentations for sponsor and donor engagement
- Communicate with donors and sponsors regularly
- Evaluate and reimagine fund raising events for a return on investment
- Grow sponsor base; donor base and the diversify giving options
- Seek new opportunities for partnerships
- Develop and execute an annual grants application plan
- Grow our signature events
- Improve donor recognition and stewardship
- Create a culture of fund development across the organization
- Participate in regular meetings with the BBBS Fundraising Coalition

In the first 12 months at BBBS Kincardine, you will have achieved:



- Implemented a Fund Development Plan that boosts our donor base
- Reimagined our recognition of donors and sponsors
- Developed new partnerships and opportunities for giving
- Researched and presented a donor database program
- Evaluated other events for a return on investment and long term sustainability



Skills Required:



- University Degree and/or College Diploma in related field (Fund Development, Communications, Data Analytics, Public Relations)
- Strong interpersonal, motivational, presentation, networking and communication skills; clear, concise, punchy emails and messaging
- Excellent juggler and time manager. Thrives in a dynamic changing environment. Demonstrated ability to set priorities and realign those priorities with your peers and the Executive Director
- Flexibility to work evening and weekend hours; dependable and thoughtful
- Passionate about learning new, more efficient ways of doing things; growth mindset and willingness to learn and develop personally and professionally; strong self-awareness. Always inventing and improving the use of cool new tools
- Proficiency in presentation. It's all about our brand.
- Knowledge of Microsoft products (Word, Excel, Teams, PowerPoint, Outlook)
- Rockstar at using Zoom, donor management systems (CRM), and Canva
- Ability to plan, implement, facilitate and evaluate programs and activities within deadline/resource parameters
- Proficient organizational skills and ability to adapt to change; having a pulse on what's new
- Strong team player and collaborator; ability to work both proactively, independently and collaboratively
- Confident but humble! You take joy in achieving personal excellence, but also in making others around you successful. "We" vs. "I" mentality
- An Ideal Team Player
- 2-3 years experience in fund development an asset
- Criminal Record check with Vulnerable Sector Screen required
- Valid Driver's license and access to a reliable vehicle are required.



Additional Information:



As the Fund Development Specialist, you will be part of a fun and dynamic team that raises awareness about BBBS Kincardine and our mission to enable life-changing mentoring relationships that ignite the power and potential of young people throughout Southern Bruce and Northern Huron Counties. You will have the opportunity to develop and implement a Fund Development Plan as it aligns with our Strategic Goals and Management Plan. You are an ideal team player, ambitious, action-oriented and a strong communicator.

The ideal candidate will be an innovator - excited to develop and create a fund development plan that will sustain the work of BBBS Kincardine. You have a passion for our mission, love of people and demonstrate extraordinary professional maturity and leadership skills. If you are an optimist by nature, driven and ready to take charge in building our brand, this could be the role for you!

Time/Opportunity:



Application deadline: Friday, May 6th, 2021 at 5pm

Expected start date: May 24th, 2022

Job Types: Part-time, 20 hours per week

Salary: \$25/hour

Please apply with your resume and cover letter to Yolanda Ritsema, Executive Director at yolanda.ritsema@bigbrothersbigsisters.ca. We thank everyone for your interest, but only those who have been selected for an interview will be contacted.



Equal Opportunity Employer:



Big Brothers Big Sisters is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, LGBTQ+, immigrant, refugee, differently abled and other equity seeking groups to apply and self identify.

If accommodation is required during the hiring process, please inform the hiring committee once selected for an interview.

