

[**FUND DEVELOPMENT AND STRATEGIC COMMUNICATIONS LEAD**](https://charityvillage.com/jobs/fund-development-and-strategic-communications-lead-in-cambridge-waterloo-regional-municipality-ontario-ca/)

**Summary**

We are currently recruiting for a full-time Fund Development and Strategic Communications Lead. This person will help us continue to build a strong, stable organization which can meet the ever-increasing demand for services in our community.

**Description**

Reporting to the Executive Director, this role provides key strategic and implementation support for fund development and communications. This role is vital in supporting the current and future operations of Family Counselling Centre of Cambridge and North Dumfries.

**Duties and Responsibilities**

* Review current fundraising and development strategies and assess for strengths and weaknesses
* Identify key opportunities for improving our fundraising and development work
* Assess current infrastructure including staffing, volunteers, technology and resources for supporting a robust fundraising and development program
* Develop and implement a strategic, multi-year fund development plan focusing on multiple streams of support including but not limited to monthly donors, major gifts, corporate sponsorship, foundations, fundraising events, online giving, annual appeals and other initiatives
* Conduct research on possible sources of financial support including foundations, grants, donors, government programs, fundraisers and others
* Implement newly created donor retention plan
* Assess current communication strategy including but not limited to newsletters, appeal letters, social media, and website
* Develop comprehensive communications strategy and participate in the improvement of our current resources/offerings, taking into consideration the various consumers of our communications and how to increase our reach
* Organize fundraising initiatives and events
* Create reusable materials to engage donors and community members
* Support Executive Director in building and maintaining key community relationships
* Create yearly workplan and report regularly to Executive Director
* Participate in staff and team meetings
* Work collaboratively with Executive Director and engage broader FCCCND team where appropriate
* Provide information and updates to the Board of Directors where appropriate
* Other duties as assigned

**Qualifications**

* Committed to FCCCND’s mission, vision, and values and to building an inclusive workspace, including striving to be anti-racist, accessible, LGBTQ2S positive, aware of class dynamics, and power/privilege
* Skilled in developing workplans and multi-year strategic frameworks for fund development and communications
* Demonstrated ability to organize fundraising events and initiatives
* Excellent donor and fund research skills
* Exceptional communication skills (including written communications, oral and visual)
* Strong sense of creativity and adaptability
* Ability to apply work on a team as well as independently
* Excellent initiative and self-motivation skills

**Employment Conditions**

The successful candidate will be offered a 2-year contract, with possibility of renewal. Compensation of $60,000 per year + benefits and vacation as per FCCCND staffing policy.

**Application Instruction**

Interested applicants should submit their cover letter, resume, and references to [bobbye@fcccnd.com](mailto:bobbye@fcccnd.com) by July 9th stating the job title in the subject line.

We welcome applications from candidates who represent the diversity of our community. Please let us know if you require any accommodations in the application and interview process.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No phone calls or email inquiries on application status please.