

Job Posting
Director, Donor Relations & Communications
(Full-Time, 35 hours/week)

Reporting to the Chief Executive Officer the Director, Donor Relations & Communications will provide strategic leadership for the fundraising and communication needs of Community Care Northumberland (CCN) and of Eds House, Northumberland Hospice Care Centre Foundation (The Foundation). Key responsibilities include developing, implementing, supporting and monitoring a multi-year fundraising and communication strategy, working closely with staff, volunteers and key stakeholders to promote a culture of philanthropy and develop new donors and contributors and grow the fundraising potential of CCN and The Foundation to align with new programs and services.

Primary Duties and Responsibilities:

- Develops a cohesive, multi-year fundraising strategy for CCN and The Foundation.
- Implements the fundraising strategy in accordance with ethical fundraising principles to meet revenue targets.
- Monitors and evaluates the fundraising and donor relations activities to ensure goals are being achieved.
- Ensures the development and maintenance of effective systems for donor accountability and compliance standards, gift processing and recognition.
- Develops partnerships and collaborations with various funding and program stakeholders.
- Provides leadership and mentoring to the Donor Relations Team supporting CCN and The Foundation fundraising strategy.
- Coordinates and monitors CCN communications including all social media, website and print media ensuring program needs are met.
- Directs marketing and communication that attracts, cultivates and stewards donors and funders.
- Commits to meeting the privacy obligations and requirements of the agency as a custodian of Personal Health Information.
- Actively participates and complies with the Health & Safety Program of CCN.
- Commits to professional self-development and personal wellness.
- Provides financial and database management for CCN and The Foundation.
- Actively participates with marketing and promotion, special events and community engagement strategy.
- Communicates effectively with donors, stakeholders, and the community
- Promotes the philosophy and goals of CCN and The Foundation both locally and throughout the County

Qualifications:

- Post Secondary Degree or Certificate in /Fundraising/Marketing/Event Management or related field, or equivalent combination of education and experience
- CFRE Certificate or additional certification in Volunteer Management or Fundraising is an asset.
- Minimum of ten years experience working in the non-for-profit charitable sector including time managing a team.
- Knowledge of accounting practices and Razors Edge database management
- High degree of proficiency in Office 365
- Excellent communications skills, friendly professional demeanour
- Ability to adapt to change quickly and efficiently
- Ability to work at multiple tasks with multiple interruptions
- Demonstrates good judgment, initiative and organizational ability required.
- Works well both independently and with a team.
- Demonstrates personal traits such as compassion and respect.
- Valid drivers license and access to a reliable vehicle.

Qualified applicants are asked to submit, via e-mail, a detailed resume to:
careers@commcare.ca

Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.
www.commcare.ca

- **In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.**

“Giving Strength Through Caring”

