



Job Posting: Fund Development Lead
Type: Full-Time
Salary: \$50,000/year
Benefits: After 3 months
Start: As soon as possible
Reports To: CEO

Executive Summary

With funding generously provided by the Counseling Foundation of Canada, Career Trek Inc. is looking for an energetic, dynamic, creative individual who thrives in a space of innovation, growth, change, and out-of-the-box thinking to work as its **Fund Development Lead**. Reporting to the CEO, the primary role of the Fund Development Lead will be to undertake the coordination and work necessary to diversify and increase the organization's funding base.

Career Trek is a not-for-profit organization that, for 25 years, has been offering career programming for children, youth and adults who face barriers to education and employment. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It's Career Trek's belief that its interactive career-related activities and workshops enhance each participants' level of engagement in their education and ultimately supports the commitment and investment they'll make in order to achieve career success and life satisfaction. The organization wants to continue doing this work for many more years to come. The person hired to work as Career Trek's Fund Development Lead will play a significant and important role in achieving this outcome.

Who Are We Looking For?

Career Trek is looking for a self-starter with a can-do, roll-up-your-sleeves attitude who is not afraid to jump in wherever necessary to get the job done. We are looking for someone who is ready to take on the challenges of fundraising in a COVID and post-COVID environment. A person who is willing to stay on top of funding trends, to be connected to the funding community and willing to participate in professional development as a way to stay current on issues facing fund development in the not-for-profit sector.

The main areas of work include:

1. Researching, drafting and submitting funding proposals across a variety of sectors: government, business, industry, and foundations.
2. Managing and coordinating the reporting timelines for all funders
3. Drafting and submitting interim, quarterly and final reports in collaboration with the Programs Team and CEO.
4. Supporting, or in some instances leading, annual fundraising campaigns

This focused attention and approach to revenue generation will ensure the long-term stability for the organization now and into the future. The more diversified Career Trek's revenue base can be, the more resilient the organization can become.



Career Trek is looking for someone with a special mix of skills, experience and knowledge that includes being a creative, innovative storyteller, a person who understands the importance of metrics, has a keen eye for detail, a commitment to relationship building, can work under pressure and meet multiple, sometimes competing deadlines, someone who can work as a team player as well as take the initiative to work independently and who is passionate about organizational growth. This person will also have an understanding of the unique experiences of First Nations, Metis and Inuit peoples in Canada with a commitment to on-going learning in the space of truth and reconciliation.

If this sounds like an organization you want to work for please keep reading!

Key Responsibilities and Accountabilities

Revenue Diversification

- Research, write and submit proposals with the goal of diversifying Career Trek's funding base in order to provide greater stability to the organization. This includes sourcing funding in the following areas:
 - Government funding at all levels and across multiple departments
 - Business and Industry sponsorship and investment
 - Foundation Funding
 - Annual Campaign(s)
- Develop, coordinate and implement a comprehensive fundraising plan that articulates short-, medium-, and long-term fundraising goals along with the tactics for achieving success.
- Cultivate and nurture successful and productive relationships with current and potential funders.
- Monitor and stay on top of fundraising, labour market, business, and community trends.

Human Resources & Administration

- Maintain a system of tracking all activities related to fundraising and fund development for the organization.
- Ensure all grant reporting requirements are fulfilled in a timely manner and in collaboration with the Programs Team.
- Build and maintain relationships with Funders, Career Trek staff and partners.
- Compile development updates for the Board of Directors according to their meeting schedule
- Manage and submit expenses according to deadlines.
- Process annual tax receipts for individual donors.

Expectations

- Travel may be required. This will be dependent on public health orders as it pertains to COVID-19.
- Some weekend and evening work will be required in order to meet funding and reporting deadlines.
- Provide a Criminal Background Check and Child Abuse Registry Check
- Career Trek is committed to the work required to walk the path of reconciliation. All staff are expected to participate in learning and development in this area.

Skill Requirements & Qualifications

- A combination of education, experience and professional development that demonstrates your ability to raise funds will be considered.
- Minimum 3 years of fundraising experience in the not-for-profit sector with proven results



- Have a solid understanding of the fundraising cycle and the components necessary to be successful.
- Familiarity with or working knowledge of e-Tapestry and other fundraising software or willingness to learn.
- Experience creating and implementing new and innovative ways of fundraising.
- Knowledge of all Canada Revenue Agency's regulations as they pertain to the not-for-profit sector or willingness to learn.
- Ability to work under pressure, manage simultaneous priorities, meet deadlines and be accountable for results.
- Excellent organizational and leadership skills
- Demonstrated oral and exemplary written communication skills that lead to compelling and engaging = proposals, reports and other written materials
- Outstanding problem-solving skills guided by a creative, innovative solutions-oriented mindset.
- Highly organized and detail-oriented
- Strong computer skills, including proficiency with Microsoft Office Suite

Assets:

- Certificate in Fundraising Management; Accreditation as a Certified Fundraising Professional or working towards designation.

If after reading the posting and learning about some of the key responsibilities you're still interested in applying, please forward your detailed cover letter highlighting your experience along with your resume to: careers@careertrek.ca. Please include '**Fund Development Lead**' in the subject line. This posting will stay open and active until such a time as the right candidate is found. Career Trek thanks everyone who applies. Only those selected for an interview will be contacted.

Career Trek is committed to employment equity practices that achieve a workforce reflective of the community at large and the participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, A Member of a Racialized Community, A Person with a Disability, LGBTQQIA+. For more information about Career Trek please visit: www.careertrek.ca

Position Funded By:



**The Counselling
Foundation of Canada**