

JOB DESCRIPTION

Resource Developer

Immigrant Services- Guelph Wellington (IS-GW) is a community-based organization that serves the settlement needs of immigrants and refugees in Guelph and Wellington. IS-GW's services are designed to be culturally sensitive, linguistically appropriate, non-discriminatory and empowering. In its service delivery model IS-GW is responsive to the needs of its clients while cognizant of the contribution they can make to the social and economic fabric of our communities.

REPORTS TO: The Executive Director and the Fundraising Committee

POSITION DIRECTLY SUPERVISED BY: The Executive Director,

PURPOSE OF THE POSITION: The purpose of position is to raise funds through planned and strategic activities which increase the contributions of individuals and groups by building relationships and exploring new fundraising opportunities such as soliciting donations from individuals, corporations, and grant funders. Resource Developer has oversight and responsibility for all fund raising strategies and activities and supports the Fundraising Committee in carrying out the fundraising plan which includes:

- Making risk analyses and balancing time-cost ratios to focus effort upon the most appropriate fundraising activities with the highest chance of success;
- Developing donors and maintain donor relation;
- Cultivating corporate relationship and corporate sponsorship ;
- Researching grant opportunities in support of organizations events, and develops relationships with potential granters;
- Creating all office support systems necessary to achieve fundraising goals, such as donor recognition, tracking gifts, and overseeing files and databases;
- Identifying, recruiting and training volunteers to improve fundraising efficiency;

RESPONSIBILITIES:

- Developing and implementing a corporate fundraising, including building relationships with community groups, businesses, and individuals to develop resources to support IS-GW projects and programs;
- Developing and implementing a strategy for individual and corporate sponsorship and development;
- Motivating and facilitating supporters to maximise the funds they raise;
- Managing and updating databases to record donor contact and preference information;
- Preparing mail-shots and correspondences, using direct mailing to reach a wide range of potential and current donors, Maintaining records and database information on prospective,

past and current donors. Acknowledges contributions and gives recognition to donors and volunteers.

- Raising awareness of the IS-GW and its work, this may involve giving talks to groups or dealing with the media; working with all forms of media, and producing supporting materials such as posters, websites and newsletters to promote, market and advertise forthcoming events;
- Recruiting organising and managing volunteers to fulfill various functions within the fundraising plan, may include recruiting board members and volunteers for special events and activities. Identifies tasks and makes assignments.
- Providing administrative support to the fundraising committee;
- Developing and coordinating production of communication media such as newsletters brochures, special marketing and promotional materials, and web page content;
- Supporting the work conducted before, during and after special events;

PERFORMANCE MEASURES: Successful performance of the position will be assessed in terms of the attainment of the position's requirements.

KNOWLEDGE, SKILLS, QUALIFICATIONS:

- Minimum 2 years of relevant experience in areas of fund-raising through campaigns or special events. Experience in recruiting and/or managing volunteers is preferred;
- Bachelor's degree or equivalent in Business Administration, Communications, Public Administration or related field. Any advanced degrees, specialized training, or certification in development field is a plus;
- Excellent communication skills (writing, spelling, listening, and speaking);
- Proficiency in word processing, spreadsheet, database, and presentation software;
- Problem-solving and decision-making abilities;
- Ability to work without close supervision;
- Good management techniques
- Commitment to the mission of Immigrant Services and basic knowledge of immigration facts and issues
- Attention to details for completion of assigned tasks;
- A team member;
- Valid driver's license and own transportation;

It is a Contract Part-time position 0.6 FTE- February to November 2012

**Due date for submission of application is: Wednesday January 25, 2012.
Please submit resume and cover letter only by mail to: Immigrant Services -
926 Paisley Rd. Unit 4&5 Guelph, ON N1K 1X5. Applications submitted by
fax or email will not be considered.**