



# Canadian Hard of Hearing Association Association des malentendants canadiens

## Job Posting

**Title:** Manager – Fundraising & Community Engagement

**Location:** Ottawa, ON – Canadian Hard of Hearing (CHHA) National Office

**Position Status:** Full-Time, 37.5 hours per week

**Reports to:** Director, of Business Development and Operations

### ABOUT THE OPPORTUNITY

#### **Position Summary:**

The Manager – Fundraising & Community Engagement will provide services to advance the CHHA resource development and community engagement strategic priorities. The incumbent is an agent of change, responsible for the creation and stewardship of a diverse scale of fundraising activities and community events to connect with members, stakeholders and donors.

The successful candidate will be an experienced fundraiser with a passion for connecting resources to support community needs. This individual will be comfortable working across a national network with multiple stakeholders, is adept at communicating the case for support and thrives on building relationships for collective impact.

#### **Essential Duties and Responsibilities:**

##### **Fundraising**

- Leads and manages the CHHA fundraising activities and events for the National Office. Responsible for prospect research, donor cultivation and stewardship.
- Conducts the research, develops the case for support and writes grant proposals to private foundations, government Ministries and corporate sponsors.
- Works closely with the senior management team to integrate resource development strategies, philanthropic best practices, and tools across all departments to improve measuring and communicating our impact.
- Provides leadership to the identification and development of best practices and resources to support the national Network's fundraising and community engagement capabilities.

##### **Community Engagement**

- Acts as CHHA's primary contact for sponsoring corporations, foundations and individual donors interacting directly with the National Office.
- Leads the development, coordination, and execution of CHHA's events focused on member, stakeholder, and donor engagement, including donor recognition and educational conferences. This includes in-person and virtual national conferences.

- Works with national Network peers to development and resource collaborative fundraising, educational events, and other opportunities to engage members, sponsors, and sector stakeholders.

## **Qualifications**

### **Education:**

- Post-Secondary Degree or Diploma in business, communications, public relations, or a related field. CFRE designation considered an asset.

### **Experience:**

- Minimum 5 years fundraising, sponsorship and/or cause marketing roles.
- Experience planning and executing in-person and virtual large-scale events.
- Experience in not-for-profit and/or public sector environments.

### **Skills & Knowledge:**

- Demonstrated knowledge of industry best practices and emerging trends in the fields of fundraising, stewardship, cause marketing, digital giving and engagement platforms.
- Sound knowledge of the voluntary sector and the philanthropic funding environment.
- Strong collaborative leadership, stakeholder engagement, and interpersonal abilities.
- Self-starter with aptitude in decision-making and problem-solving.
- Excellent business acumen and exemplary work ethic.
- Demonstrable competency in project management and event planning and execution, including virtual platforms.
- Highly developed communication skills (written and verbal), confidence in public speaking, bilingualism is an asset.
- High level of knowledge of MS Office and other current software applications including CRM and grant management data bases.

## **ABOUT CANADIAN HARD OF HEARING ASSOCIATION**

The Canadian Hard of Hearing Association (CHHA) is the leading consumer advocacy organization representing the needs of the nearly 4-million Canadians living with hearing loss. With a network from coast-to-coast-to-coast, CHHA works cooperatively with professionals, service providers, governments, and others to provide life enhancing information, support, and advocacy.

Established in 1982, CHHA has a global reputation in developing and delivering a wide range of initiatives that have challenged the status quo when working with people with hearing loss. We are sought after to provide comments and feedback on various policy initiatives, identify best practices, develop, and test technology, programs and services. Our initiatives have advanced the quality of life for people living with hearing loss.

### **Work Environment:**

Most direction and support to leaders is provided via electronic platforms. Many meetings require communication strategies, communication access support, and patience to effectively connect with those with hearing loss.

**Hours of work:**

The general hours of work are from 9:00 am to 5:00 pm, Monday to Friday, though flexibility required due to the nature of the this being a National support role and manager of events. Incumbents may be asked to work overtime from time to time.

**CLOSING DATE:** September 30, 2020

**Email Resume To:** [humanresources@chha.ca](mailto:humanresources@chha.ca)

**Subject Line:** Competition #2020-MFCE

Please email your resume as either a PDF or MS Word attachment. **Remember to put the competition number in the subject line.**

Thank you for your application.

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CHHA will provide accommodation, accessible formats and communication supports for the interview upon request.*