



Fundraising and Community Engagement Specialist

Reporting to the Executive Director or the Designate, the Fundraising and Community Engagement Specialist at WILL Employment Solutions will play a key role in ensuring the organization's financial growth and sustainability. Responsibilities include developing fundraising strategies, managing donor relations, writing grant applications, and enhancing community engagement.

THE TALENTS AND BACKGROUND YOU BRING TO THE TABLE

- 3 years college degree in a relevant field (Social Sciences, Communications, Non-Profit Management, Public Relations or a related field)
- Proven experience in grant writing and fundraising, within the non-profit sector
- Proven experience in communications, public relations, and stakeholder engagement, preferably in the non-profit sector
- Extensive network in Southwestern Ontario especially London, ON
- Superior written and verbal communication skills, with the ability to craft propelling proposals and reports
- Detail-oriented with strong organizational and time management skills to manage multiple projects and deadlines effectively
- Solid understanding of budgeting and project management strategies
- Out of the box and big picture thinker who loves a challenge
- Collaborator, communicator and team player
- Proficiency in Microsoft Office
- Experience in planning and executing large-scale events would be an asset

WHAT YOU WILL BE DOING

Job Duties/Responsibilities

- Work with senior management to develop strategies and initiatives to be proposed to the board and implement these strategies and initiatives
- Develop fundraising goals and create a strategic plan of annual deliverables (first milestone)
- Research & identify grant opportunities and other funding and strategic partnership opportunities in alignment with the organization's goals and values
- Develop campaigns, events, and fundraising initiatives to support organizational stability and growth
- Ensure compliance with all relevant laws and regulations related to fundraising activities
- Develop annual fund development plan, monitor and report on progress regularly
- Craft grant proposals with detailed strategic plans and budgets, as well as letters of inquiry and other fundraising materials
- Monitor and track grant funded projects to track progress, outcomes and compliance with funding requirements
- Build and maintain relationships with current and potential funders, including regular communication and updates on organizational activities and impact
- Develop and lead the Alumni program

- Plan and execute fundraising events, including logistics, marketing and volunteers.

WHY US?

- Awesome co-workers, a focused and fun organization with meaningful goals
- Health, dental and vision, employee assistance and pension benefits/programs
- Professional development opportunities
- Hybrid work environment
- Salary range of \$65,000 - \$75,000 base per year
- Generous paid sick time and vacation time
- 35-hour work week

We are actively accepting applications for this position. The role will remain open until we find the right candidate. To apply, please submit your resume and cover letter to careers@willemployment.ca.

Please note: Your cover letter speaks volumes to us so applications without cover letters (stating how you can contribute to our organization) may not be considered.

Please reference Hiring Committee/ Fundraising in subject Line.

WILL Employment Solutions values diversity in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We strive to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to providing accommodations for person with disabilities. If you require an accommodation to complete this application, we will work with you to meet your needs. Accommodation may be provided at all stages of the hiring process.

We would like to thank everyone who has taken the time to apply for this position. We know job applications are time consuming, and we appreciate your efforts. Please note that only those being considered for an interview will be contacted.