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| Job Title: | Fundraising Manager | Job Category: | Manager |
| Department/Group: | Black Business Association of BC (BBABC) | Job Code/ Req#: | Job Code/ Req#  FM-BBABC-2021 |
| Location: | Flexible | Travel Required: | Travel Required |
| Level/Salary Range: | $56,000  Pro-rated from the salary scale $70k - $75k | Position Type: | Part time (30 hrs/wk)  3-month probation period  \* Benefits package available |
| HR Contact: | Olwin Allen | Date Posted: | Aug 23, 2021 |
| Term | 1 yr with the possibility of extension | Start Date: | Oct 1, 2021 |

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| External Posting URL: | https://www.blackbusinessbc.ca/careerboard |
| Internal Posting URL: | NA |

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| Applications Accepted By: |

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| EMAIL: [info@blackbusinessbc.ca](mailto:info@blackbusinessbc.ca)  Subject line: Fundraising Manager application  Please include:   1. Resume 2. Cover letter identifying why you are a great fit for our organization |  |

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| Job Description |
| Role and Responsibilities We are searching for an experienced fundraising manager with excellent leadership skills and networking abilities. The fundraising manager will be responsible for building good relationships with prospective donors and clients across multiple sectors, communicating with the broader public and internal teams, delegating tasks, and drawing up plans to ensure annual targets are met. You should be well organized, proactive, and have the ability to inspire those around you.   * Develop strategic plans to raise money for the organization and oversee fundraising efforts by writing grants, researching foundations, and implementing innovative fundraising strategies * Oversee the training and management of volunteers. Development of a volunteer program. * Writing, submitting, and uploading press releases as required. * Writing funding proposals and submitting these to potential donors. * Preparing budgets. * Promotion of the association * Implementing a variety of marketing strategies and promotional campaigns. * Organizing and attending non-profit events and networking with relevant stakeholders. * Establishing good relationships with staff, members of the public, and the media. * Reports to CEO  Qualifications and Education Requirements **Qualifications and Education Requirements**   * Bachelor's degree in PR, Fundraising, or any related field (preferably a master's degree). * 3-5 years of fundraising experience. * Previous experience in sales or marketing also acceptable. * Sound knowledge of the charity sector. * Experience managing a team. * Excellent written, verbal, and telephonic communication skills.  Preferred Skills  * Team Leadership * Budget Management * Project Management * Event Planning  Additional Notes Additional Notes |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |