



## **EXTERNAL JOB POSTING**

**Position:** Fund Development and Communications Specialist

**Position type:** Part-time, 3-days per week (with possibility to become a full time position in future)

**Salary:** \$43,000 - 47,000 (annually) with benefits

**Reports to:** IWSO Executive Director

**Application Deadline:** September 6, 2019

**Location:** Immigrant Women Services of Ottawa, 219 Argyle Avenue, Ottawa ON K2P 2H4

This is a four-year position with opportunities for extension.

### **ABOUT IWSO**

Immigrant Women Services of Ottawa (IWSO) is a community-based agency serving immigrant women. IWSO's mandate is to:

- Empower immigrant and minority women to participate in the elimination of all forms of abuse against women and their children
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Our main services include: settlement and integration, crisis counselling, language interpretation and translation, language interpreter training, public education, outreach and diversity training.

### **RESPONSIBILITIES**

Versatile, creative and committed to excellence, the Fund Development and Communications Specialist is responsible for the development and implementation of an integrated communications plan that promotes IWSO and supports the overall strategic vision and fund development revenue goals of the organization. This role is responsible for the growth and maintenance of fundraising revenues that support the agency's strategic vision and fund development strategies. Financial and in-kind support will be achieved through building relationships and securing support with current individual donors as well as new corporate and other prospective supporters.

#### **Fundraising and Donor Stewardship**

- Plans, implements and manages all aspects of fundraising programs as well as subsequent communications with both internal and external key stakeholders
- Responsible for developing the annual fundraising plan including key revenue streams
- Establishes good working relationships with IWSO staff
- Works collaboratively with the volunteer coordinator to engage volunteers in activities as needed
- Participates in and provides direction to IWSO's Fund Development Committee
- Recommends and implements appropriate fundraising strategies for current and new corporate and individual donors, planned giving and sponsorships
- Cultivates donor relations and stewardship

- Researches, writes and prepares grant proposals
- Analyzes trends and provides recommendations and strategies for future growth
- Monitors, re-evaluates and adjusts the delivery of plans as necessary
- Acts as key point of contact inquiries from donors, sponsors, and volunteers
- Works closely with IWSO's accountant to ensure account management records and processes are in place
- Operates within the philosophy, culture and core values of the organization

### **Communications and Outreach**

- Supports the implementation of an integrated strategic communication plan to build public awareness and a positive perception of IWSO
- Employs outreach strategies on and offline to engage existing stakeholders and attract new donors, volunteers and supporters to the organization
- Maintains an active voice in social media on Facebook, Twitter and other relevant media
- Writes, prepares and supports the development of e-newsletters, news releases, and electronic media
- Monitors, analyses, evaluates and reports on communication activities on a regular basis

### **Qualifications**

- University Degree and/or a College Diploma in Fundraising Management, Communications
- Knowledge of fundraising processes, best practices and industry trends
- 1 to 3 years of experience in fundraising preferably in a non-profit environment
- Excellent oral and written communication and relationship building skills including with prospective donors
- Experience with digital fundraising, social media –e.g. website, Twitter, Facebook, mobile
- Proficient computer skills in MS Office applications
- Knowledge in other creative and fundraising software (e.g., Adobe Creative Cloud; WordPress and Donor Recognition Software)
- Strong problem solving and organizational skills
- Ability to work both independently with minimal direction/supervision and collaboratively within a team environment
- Flexibility to work some evenings and weekends as required

### **APPLICATION PROCESS**

**Qualified candidates are invited to submit a cover letter and résumé by September 6, 2019 6:00pm to:** Mercy Lawlivi, Executive Director, Immigrant Women Services of Ottawa;  
Email: [infomail@immigrantwomenservices.com](mailto:infomail@immigrantwomenservices.com)

IWSO welcomes and encourages applications from members of equity seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.