



We are looking for a Manager of Fundraising & Community Engagement!

Manager of Fundraising & Community Engagement
(16-month contract with possibility of extension)

About E Fry Ottawa

Elizabeth Fry Society of Ottawa is a not-for-profit community agency that supports and advocates for women, gender-diverse people and men in our community who are impacted by the justice system. Our work is aimed at reducing harm and oppression, supporting people to overcome barriers to reintegration, and empowering them to build a life of stability and resiliency. We are a feminist organization committed to working from a human rights and anti-oppression perspective, recognizing systemic barriers that lead to marginalization. We provide community and residential services. E Fry Ottawa is a unionized organization.

With a team of over 40 committed staff, E Fry Ottawa addresses important issues in our community, including homelessness, food insecurity, mental health and substance use challenges and other needs of clients who are mothers, those who are transitioning from prison/jail to community, those seeking employment and social supports. We work with trauma-informed, person-centred principles to promote a respectful, diverse and inclusive environment that promotes healing, recovery and successful reintegration. Our main offices are located in downtown Ottawa.

This is a full-time position in a feminist, unionized environment. Work hours are mostly weekday, day-time hours, and definitely include some after-hours and weekend hours, as needed. This position reports to the Executive Director and will collaborate with the Board of Directors to support fundraising and engagement strategy and implementation.

Job Title: Manager of Fundraising & Community Engagement
Location: Hybrid, Office Located at 211 Bronson Ave, Ottawa
Reports to: Executive Director
Hours: 37.5 hours/week – including some evening/weekend work **(16-month contract)**
Language: English Essential (Bilingual Preferred)
Salary: \$62,500 -- \$66,000 (based on experience) plus benefits and fundraising coaching
Anticipated Start: Immediate

Position Overview – An Exciting Opportunity

This new position is part of a comprehensive initiative that will lead to the development of a strategic fundraising plan for our Agency. This role will be responsible for developing and growing a fundraising program for E Fry, working closely with our new Executive Director and engaging with the Board of Directors, as well as engaging with the community. This is a great opportunity for someone to bring fundraising knowledge and skills, and project management experience – and who is keen to develop them with ongoing coaching with a respected fundraising consultancy, Fundraising Lab.

Change...
One step at a time...

The Candidate

We are in search of a professional who is early-to-mid career, who is ready for a challenge while surrounded and supported by great people. You'll be taking us to the next stage in our fundraising journey. We need someone who isn't afraid to try new things and get creative. We invite those interested to learn with us as we grow.

Supporting our cause is a passion for you, whether you are in the first few years of your career, or looking to make a change. You thrive on making a difference and an impact in your community and are inspired by a job where one day will never look exactly like the last. You're a people person, who loves to connect with individuals from diverse backgrounds both personally and professionally. When it comes to fundraising, relationships play a massive role in success, whether it's with coworkers, donors, volunteers or stakeholders.

The Role

If variety is what you seek, this position will provide ample opportunity to build and diversify your skillset. The duties and responsibilities below are in no particular order of importance:

- **Database Management.** This role will spend time building the database so that it can be a useful tool to provide reports, connect with donors, build donor profiles, measure success, and help us plan for the future.
- **Growing our Stewardship Program.** We've got a roadmap, we've got ideas, and we need the right person to put it all together. This role will review donations on a regular basis, connect with supporters and prospects about the impact E Fry is having in the community. We need to stay engaged with those who support our mission.
- **Digital Fundraising and Marketing.** Through email marketing and some social media, you'll tell E Fry Ottawa's story and show our impact in the community.
- **Grant Writing.** We've had some success in recent years securing support from foundations and other sources. In this role you will research a variety of funding opportunities, making sure that E Fry is aware of what is available, and what we qualify for.
- **Reporting.** This role will provide various reports on a weekly, monthly, or quarterly basis to not just keep Staff, Board of Directors, and Volunteers in the know, but also identify areas where they can assist with fundraising. Reporting will ensure we maximize their time and help them make an impact.
- **Professional Development.** We want you to succeed in this new position and grow with E Fry Ottawa and help build our culture of fundraising. We will provide you with time and support to grow your skillset, learn new things, and surround yourself with likeminded people to aid in your success.
- **Mentoring.** You'll have the support and guidance of award-winning fundraiser Cathy Mann of Fundraising Lab. This is a stellar growth opportunity to receive coaching and mentoring from someone with 30 years of experience.

"Other Duties as Required" will definitely be part of this role, as we will unroll our fundraising strategy together and turn it into a practical plan that can be implemented. You'll be asked to pitch in where needed, but you'll always have support. This could include event management and major gift fundraising.

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Qualifications and Skills

- We're excited to meet with people with a wide range of education and life experience. We are requesting a University Degree or College Diploma in Fundraising, Communications, or other relevant focus and/or experience.
- 1-3 years of fundraising experience in a charitable organization is considered a very strong asset.
- Passion for making a positive impact on the community of criminalized women and gender-diverse people who face multiple barriers.
- Ability to create, grow, and sustain relationships of all kinds. This includes coworkers, volunteers, friends, elected officials, donors, prospects, clients, and more.
- A curious mind filled with ideas AND the organizational skills to put it all together.
- Some background in research would be ideal.
- Understanding the general principles of Fundraising is a strong asset.
- Respect for confidentiality. Whether it is donors, volunteers, or prospects, we respect the privacy of anyone associated with E Fry Ottawa.
- Experience using Donor or CRM databases is preferred. If you don't have previous experience, a willingness to learn.
- Ability to work independently and be a part of a team. We support each other, but also rely on each other to get the job done.
- Experience in the local not-for-profit sector is a significant asset.
- Candidates who are bilingual or multilingual will jump off the page to us.
- This position can be a hybrid setup.

Apply by noon, Friday, October 27, 2023

Please submit your résumé and a cover letter to Kayla Crowe, Associate Manager of Office Administration, through: careers@efryottawa.com

In your cover letter, tell us a bit about your experience – and even more about you. Tell us how you can make this brand-new position a success, and how you would like to make a positive impact on the community of criminalized women and gender-diverse people in Ottawa.

We thank all who apply. Only those selected for an interview will be contacted.

Equity, Diversity, and Inclusion

E Fry Ottawa is an equal opportunity employer and is committed to hiring and recruiting a workforce and volunteers inclusive of the diverse population we serve. We promote the principles of diversity and equity and adhere to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

If you are a person with a disability that requires technical aids or alternate arrangements for tests or interviews, please advise us of these needs if and when you are contacted for an interview.

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