

Manager of Fundraising

(May 2019)

Are you an experienced fundraising professional who is passionate about gender equality? This is a unique opportunity to join our team and help grow the capacity of an established and well-respected organization at a pivotal moment in our work for intersectional feminist change.

About Us

[West Coast LEAF](#) is the first and only organization in BC that uses the law as a strategy to work towards an equal and just society for all women and people who experience gender-based discrimination. Since our founding in 1985, we have helped bring about some of Canada's most important feminist victories for reproductive rights, workplace standards, fairness in family law, legal protections from sexual harassment, and more. In collaboration with community, West Coast LEAF uses litigation, law reform, and public legal education to create social change. While we are focused on issues in BC, we also take action in matters of national significance that are important to the equality and human rights of people in BC. We aim to transform society by achieving:

- Access to health care
- Access to justice
- Economic security
- Freedom from gender-based violence
- Justice for those who are criminalized
- The right to parent

West Coast LEAF is actively working to decolonize our work and aligning our feminist aims with our responsibility to work for the full realization of the rights of Indigenous peoples. In the context of historic and ongoing colonial violence and injustice, West Coast LEAF understands that fulfilling this responsibility requires a deep and continual commitment to decolonization, truth, and reconciliation. We respectfully acknowledge that our office is located in Vancouver on traditional, ancestral, and unceded Coast Salish homelands, including the territories of the x̣ṃəθkwəỵəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, and that many of us are uninvited guests on these lands.

West Coast LEAF is committed to an inclusive vision of feminism that defends the right to be free from discrimination based on gender identity and gender expression.

About the Position

The role of Manager of Fundraising (MF) requires a values-driven fundraising professional who will develop and implement effective individual giving programs and collaborate on donor and supporter engagement efforts. The MF will work closely with and report to the Director of Development and Engagement.

As the manager of West Coast LEAF's individual giving programs, the MF is responsible for setting measurable, achievable targets for each revenue stream, such as annual and major gifts, and monthly and planned giving programs; engaging with donor databases; managing donor engagement and stewardship; collaborating with fund development and communications staff to develop fundraising materials; recruiting and managing fund development volunteers and subcontractors, as necessary; and contributing to events strategy, planning, and logistics. Some financial reporting may be required.

This is a new position, and there is an opportunity to think creatively about new systems, new approaches, and the culture of giving at the organization.

The starting full-time salary range for this position is \$60,000-\$65,000, commensurate with experience. We offer extended health and dental benefits and four weeks of annual vacation (including an office closure period during the winter holidays). Staff also have a professional development allotment.

About You:

You are passionate about equality and committed to an intersectional and nuanced approach to gender, decolonization, and human rights. You have at least three years of fundraising experience, including success in soliciting gifts from individuals and organizations, and a proven ability to engage donors and supporters in a values-driven mandate. You thrive in a dynamic and diverse environment, and want to spend your days interacting with bright, compassionate colleagues and challenging social justice issues. Most of all, you are results-driven and ready to take West Coast LEAF's fundraising and donor engagement to the next level.

You have the following skills and experience:

- The proven ability to engage donors and solicit substantial and ongoing gifts
- Outstanding written and verbal communication skills, including plain language skills and an ability to write clearly and persuasively;
- Exceptional interpersonal skills, with a friendly and professional manner and a proven ability to build strong reciprocal relationships;
- Aptitude for collaborating with a diverse team of people, alongside the confidence to demonstrate leadership, and the ability to work independently;
- Passionate about learning and skills development, with a willingness to take on challenges;
- Keenly interested to contribute creativity and innovation in a motivated and open environment;
- Able to meet deadlines, handle complex timelines, and multi-task without overlooking details;
- Knowledge of CRA regulations and compliance for non-profits and charities, as well as tax-receipting protocols, and managing confidential donor information;
- Basic non-profit accounting knowledge is an asset;
- Enthusiastic about contributing to graphic design, website development and maintenance, blog and other writing, and communications generally; graphic design skills and WordPress/website skills are an asset;
- A university degree or work experience in fundraising, campaigning, communications, digital marketing or social science, humanities, the arts; and
- Strong computer and digital skills are necessary, including proficiency with NationBuilder, Outlook, Microsoft Office, WordPress, and Adobe Creative Suite.

Application instructions:

Applications are due on or before **11:59 p.m. PST on Tuesday, May 28, 2019.**

Please submit a cover letter and résumé in a **single PDF file** addressed to Basya Laye, Director of Development and Engagement, at careers@westcoastleaf.org. Please use the email **subject line "Manager of Fundraising application."**

Thank you for your interest in this position and for understanding that only applicants under consideration will be contacted.

West Coast LEAF encourages applications from marginalized individuals with a range of work and life experience, and strongly encourages applicants to self-identify. West Coast LEAF is committed to employment equity and prioritizes applications from diverse and underrepresented groups.