



**Job Title:** Fundraising Officer  
**Organization:** Action Against Hunger / Action contre la Faim - Canada  
**Report To:** Director of Development  
**Location:** Toronto, ON (Hybrid)  
**Job Type:** Full-Time, Permanent  
**Start Date:** October 2022  
**Work Hours:** 37.5 hours per week  
**Salary:** CAD 55K – 65K per annum

## ABOUT US

Founded in 1979, Action Against Hunger is a global humanitarian organization that takes decisive action against the causes and effects of hunger. Our mission is to save the lives of severely malnourished children while helping communities become self-sufficient. Recognized as a world leader in the fight against malnutrition, Action Against Hunger has pursued its vision of a world without hunger for almost four decades, combating hunger in emergency situations of conflict, natural disaster, and chronic food insecurity. With more than 8,000 staff in nearly 50 countries, our programs in nutrition, food security, livelihoods, water, sanitation, and hygiene, reach more than 20 million people each year.

## ABOUT THE ROLE

Reporting to the Director of Development and acting as an integral part of the Development Team, the Fundraising Officer will be a highly collaborative and detail-oriented professional who will help lead the growth of a national annual fundraising program and donor engagement strategy that integrates across fundraising channels. The incumbent will be responsible for all philanthropic, donor and fundraising revenue generated from individual and corporate giving through all fundraising channels and marketing activities. The Fundraising Officer will be a data-driven and hands-on skilled fundraiser who will be working with other subject matter experts within the organization to promote a culture of collaboration, innovation, and best-in-class fundraising practices.

## JOB RESPONSIBILITIES

### *Direct Fundraising – 40%*

- Support the Director of Development in the implementation of the annual fundraising plan for donor base growth, including analyzing new funding sources, new donors, and new network-building opportunities.
- Manage a pipeline of new, high-quality prospects through identification, engagement, solicitation, and moves management as well as through the stewardship of existing long-standing relationships.
- Maximize philanthropic, donor, and fundraising revenue from individuals and corporations to deliver agreed targets.
- Conduct research and due diligence for potential partnerships with foundations and corporations.
- Responds to stakeholder enquiries in a prompt and professional manner.

### **Marketing - 40%**

- Develop integrated plans for annual and monthly giving programs, in partnership with the Director of Development, Digital Marketing Officer, Communications Officer, and Community Engagement Specialist.
- In collaboration with the Communications Officer, source and manage content to ensure it is compelling, donor-centric, and meets the organization's messaging guidelines.
- Ensure that sound project management and planning processes are established for all initiatives undertaken.
- Be responsible for revenue goals across marketing campaigns, identifying opportunities to increase efficiencies and maximize revenue

### **Customer Relationship Management - 10%**

- Utilize the organization's CRM software to streamline and improve communications with donors and prospects.
- Develop donor journeys for customer segments optimizing donor experience and revenue potential – review journeys quarterly to ensure effectiveness.
- Ensure regular collection and analysis of fundraising and donor data.

### **Administration - 10%**

- Manage fundraising and marketing activities to ensure they follow Canada Revenue Agency and Action Against Hunger Canada guidelines for the administration, processing, and management of donations and donor privacy.
- Develop and manage the relationships with vendors by coordinating the RFP/RFQ processes, performing evaluations and, negotiating contract renewals.
- Manage allocated budget in line with the department's objectives and KPIs.
- Assist in the preparation of quarterly Development Committee and Board reports.
- Attend planning sessions, team meetings and annual performance reviews as required.
- Ensure an ongoing process of professional development and learning.

## **QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's Degree in Marketing, Business Administration, or a combination of relevant study and work experience.
- Minimum 5 years of progressive experience in senior fundraising roles.
- Proven track record of closing corporate and individual gifts (\$100,000+).
- Hands-on experience in basic prospect research methods and practices.
- Demonstrated experience in working with CRM platforms, donor management software and relational databases.

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES**

- Excellent written and verbal communication skills in English (fluency in French would be considered a strong asset).

- Excellent cross-cultural communications skills with an ability to build genuine and meaningful relationships with stakeholders.
- Excellent interpersonal and collaborative skills with a positive “can-do” attitude.
- Ability to interface with senior leadership and work effectively in teams.
- Solid knowledge of fundraising best practices and principles of the not-for-profit sector.
- Strong analytical and problem-solving skills.
- Excellent planning, organizational, time and project management skills.
- Strong work ethic, attention to detail, and commitment to excellence.

## **WORK CONDITIONS**

- Office setting or work from home.
- Required to be seated whilst completing computer and desk-based tasks for long periods.
- May be required to work after business hours and be on calls during high-volume or emergency disaster fundraising.

*Action Against Hunger Canada is committed to the creation of a diverse and inclusive workplace. We actively welcome applications from Indigenous persons, persons with disabilities, visible minorities, women, persons of all sexual orientations and genders. If you are invited to continue the selection process, please notify our human resources representative of any accommodation or special measures that you may require.*

*Action Against Hunger Canada is committed to promoting the well-being of people around the world and focuses its efforts on saving lives through the elimination of hunger. To that end, we uphold the principles of independence, neutrality, non-discrimination, unrestricted access to assistance, professionalism, and transparency in all our operations. We have ZERO TOLERANCE towards any behavior violating our Code of Conduct, including workplace violence, harassment and sexual harassment, any form of exploitation and abuse, corruption, fraud, and any behavior lacking integrity.*

*Action Against Hunger Canada is committed to safeguarding children and adults in the communities where we work. Our safeguarding commitment is to ensure that children and adults are protected from both deliberate and unintentional harm or abuse caused by Action Against Hunger staff, including the Prevention from Sexual Exploitation and Abuse (PSEA).*

*In an effort to safeguard children and adults in communities we work, our offers of employment are conditional on successfully clearing background checks that may include, but are not limited to, criminal records, vulnerable sector screening, and employment references.*

If you are interested in this position, please apply online by September 23, 2022, using the following link: <https://apply.workable.com/acfcanda/j/92D292520B/>

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

To learn more about Action Against Hunger, visit our website at [www.actionagainsthunger.ca](http://www.actionagainsthunger.ca)