High Value Fundraising Manager

Hours: Full-time (37.5 hours/week)
Duration: 16-month Contract (September 2024 - December 31, 2025)
Location: Ottawa or Toronto (Hybrid)
Salary: $96,566.21 per annum
Travel: Travel is required as part of the position
Deadline: Applications are accepted until 5pm (eastern time) July 22, 2024

Amnesty International Canadian Section (English Speaking) also known as AICSES is looking for a High-Value Fundraising Manager for a 16-month contract to cover a parental leave. This individual will work closely with colleagues across the section to contribute to improving processes, practices, systems, and tools to ensure they are equitable, transparent, and efficient, support the strategic objectives of the organization, and promote its vision, mission, and values.

Reporting to and working closely with the Director of Fundraising, the High-Value Fundraising Manager creates and executes a donor relations strategy to help grow AICSES' support and ensure its viability. They will proactively develop positive and productive relationships with existing and potential donors. This role is responsible for overseeing the fundraising activities and staff in two key programs: Major & Mid-Level Giving and Legacy Giving. The combined programs provide more than $2.4 million annually. You will not only provide leadership to these programs and ensure that our ambitious targets are met but also work to maintain a high caliber of donor response processes and systems.

Your experience and demonstrable successes in leading fundraising teams will help Amnesty International Canada strengthen its reputation as a leader in human rights both internally and externally. This includes an ability to help build an environment that reflects Amnesty International Canada's promotion of a culture of respect, equity, and fairness.

WHAT YOU'LL DO

Scope & Dimension
FY2024 Overall Fundraising Goal: $14.5 Million
FY2024 Major & Mid-Level Giving Goal: $ 1.2 Million
FY2024 Legacy Giving Goal: $ 1.2 Million

The High-Value Fundraising Manager will have direct staff management responsibility for four (4)

staff in Major & Mid-Level Giving and indirectly supervise two (2) staff in Legacy Giving. The Manager will provide direction and leadership in these positions and have accountability for the overall performance of the department. This role is a key part of both the Fundraising management team, and the organizational management team, working collaboratively across the organization.

We are specifically seeking skills that will grow our existing major gifts and legacies income and open new ways of working with loyal and committed donors in the human rights arena.

The successful candidate must bring a lens of anti-racism, anti-oppression, gender mainstreaming, intersectionality, inclusivity, and accessibility to external and internal work, to all interpersonal interactions, and in line with any organization policies and protocols.

RESPONSIBILITIES:

Principal Areas of Responsibility **(85% of time)**

Strategic Leadership

- Provide strategic leadership and direction to the Major & Mid-Level team (4 direct reports) and Legacy team (2 indirect reports) including the development of ambitious operational plans to optimize relationship fundraising techniques and income growth opportunities
- Build and introduce effective systems for donor cultivation and attracting new philanthropic support. This includes recommending and implementing the best identification, research, prospect management, and donor care techniques to expand the Major & Mid-Level team's capacity for acquisition, retention, and growth of major donors, corporate partners, and foundation revenue and includes marketing and stewardship strategies for the Legacy team
- Implement and ensure delivery of other fundraising strategies of the operational plan, including fundraising and donor stewardship events.
- Liaise with colleagues to improve systems and processes and ensure excellence, equity, and transparency in our donor communications and processing systems
- Possess and share knowledge of external market trends and attitudes among philanthropic circles. Specifically, identify opportunities to increase funding for human rights programming through special projects, matched gift programs, and giving circles
- Work with their own portfolio of major donors and prospects and legacy pledgers and prospects

- Work with other fundraising staff and teams, and teams in Mobilization, Policy, Advocacy & Research, and Communications to build a holistic approach to prospecting and engagement
- Manage budgets for income and expenditure, track progress against budgets, and report regularly on key metrics and performance. Provide reports for the management team and board as required.

People Management

- Provide leadership to the staff including coaching, mentorship, and performance discussions that support learning and professional development
- Foster a team environment by providing new employees with department-level orientation, supporting direct staff in the identification of learning and development needs/opportunities, and regular supervisions supervision
- Proactively identify, communicate, and manage people issues (performance, behavioural, personal, etc.) and, in collaboration with Equity, People, and Culture and using progressive discipline, if necessary, work with the employee to bring forward solutions; providing regular, timely and specific feedback on the quality of work completed
- Review and determine, based on operational needs, approval of all leave requests for direct and indirect staff
- Ensure an atmosphere of mutual respect and positive working relationships among staff, donors, and other relevant stakeholders.

Secondary Areas of Responsibility (15% of time)

- Participate fully in the Fundraising Management Team and takes on work from this group as needed, including providing support for the Fundraising Director and being the designate for various projects as needed
- Liaise with the Director of Finance (and other team members as needed) in matters related to budgeting, calendarization of revenue and expenses, assignment of account numbers, and other items of mutual relevance to the Finance & Administration and Fundraising Teams
- Participate in meetings and projects with the Communications Team as needed
- Participate in special assignments or projects as directed by the Director of Fundraising, Executive Director, and/or Secretary General.

WHAT WE'RE LOOKING FOR IN A CANDIDATE

Amnesty International Canada is seeking an individual who can contribute to the diversity of Amnesty's workforce and its inclusive, anti-racist and anti-oppressive practices. The successful

candidate will have a deep and abiding commitment to tackling systemic issues affecting historically marginalized employees and communities with a specific lens of anti-racism, feminism, intersectionality, and accessibility to external and internal work. This includes an ability to support in building an environment that reflects Amnesty International Canada's promotion of a culture of respect, equity, and fairness.

MINIMUM QUALIFICATIONS:

Experience:

- Minimum 5 years of fundraising experience with demonstrated achievement and leadership in key aspects of Major Giving. General knowledge of Legacy fundraising
- Minimum of 2 years of people management experience that must include knowledge of goal setting, motivating, leading, evaluating, and developing a capable team of professionals particularly dealing constructively with conflict for staff of two or more
- University degree from an accredited post-secondary institution.

Knowledge/Skills:

- Must have strong relationship-building skills, and proven team management ability, matched with a keen interest in people, ethical values, and compassion
- Must demonstrate the ability to listen and contribute to consensus-building in a team environment. Sensitivity and tact are required when dealing with the membership, and all other Amnesty contacts, concerning fundraising
- Proven financial experience including creating and tracking income budgets, experience working with vendors
- Demonstrated ability to think strategically and create long-term and major gift fundraising plans to drive growth in terms of income and donor numbers
- Experience collaborating with a variety of stakeholders, including agency partners and members of the senior leadership team
- Demonstrated proficiency with databases (e.g., iMIS), data management and analysis
- Proficiency with various software applications including Microsoft Outlook, Microsoft Word, and Excel
- Possess a valid driver's license and the ability to drive to donor meetings/events as required

Competencies/Personal Attributes:

- A motivated self-starter with excellent time management skills and an ability to work from broad guidelines with minimal supervision

- Proven commitment to self-development in the principles of anti-racism, anti-oppression, diversity, equity, and inclusion
- Passion for Amnesty International's mission in the protection and promotion of human rights for all people
- Excellent written and verbal communication skills, demonstrated ability to advise, advocate, influence, and/or synthesize complex issues clearly and concisely
- A demonstrated ability to work successfully with diverse groups and expertise in applying anti-racism, anti-oppression, decolonizing, diversity, equity, and inclusion principles using an intersectional lens.

DESIRED QUALIFICATIONS:

- Certified Fundraising Executive (CFRE) designation preferred. Candidate can be working to achieve certification
- Knowledge of social media platforms, e.g. X, Facebook, etc. is an asset

WHY WORK FOR AMNESTY INTERNATIONAL CANADA?

ABOUT US

Amnesty International is a movement of 10 million ordinary people in more than 150 countries who come together to achieve extraordinary results in defending and promoting human rights. We get discriminatory laws changed and prisoners of conscience released. We've helped stop torture, commute death sentences and worked to end violence against women. We are in solidarity with Indigenous peoples demanding that their rights be respected.

OUR COMMITMENT TO ANTI-RACISM, ANTI-OPPRESSION, DIVERSITY, EQUITY & INCLUSION (ARAO-DEI)

Amnesty International Canada is committed to employment equity, actively seeks diversity in the workplace, and welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers, and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

AIC values qualified diverse candidates who bring skills that contribute to our anti-racist and anti-oppression transformational journey. At AIC, employees are expected to contribute to an inclusive environment and bring the knowledge, experience, and ability to incorporate anti-

racism, anti-oppression, intersectionality, gender mainstreaming, inclusion, and accessibility practices to external and internal work and to all interpersonal interactions. Click to learn more about our Equity Journey.

WHAT WE OFFER

At Amnesty International Canada, we are passionate about what we do, and we are proud of our achievements as a movement. To compensate our employees for the critical work they undertake, we reward them with an attractive, sector competitive salary and benefits package plus the opportunity to develop professionally.

If you are talented, passionate about human rights and want to use your skills, knowledge, and experience to change the world, we encourage you to join us.

APPLICATION PROCESS

Together with your resume, please forward a **1-page cover letter (250 words maximum)** that includes your responses to the following questions:

1. How do you relate to Amnesty International Canada's mission?
2. How would your skills and experiences (personal and professional) translate into success in a fundraising portfolio?
3. What does a commitment to ARAO and DEI mean or look like to you?

Applications must be submitted electronically through our Work With Us careers page.

We thank everyone for their expression of interest-and truly appreciative of the time individuals put into applying-but with the limitation of time only those selected for an interview will be contacted. Amnesty International Canada is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process