



Position: Intermediate Fundraiser

Location: Remote/Hybrid Options Available

Reports To: Executive Director

Position Summary:

Hope Haven Therapeutic Riding Centre (Hope Haven) is looking for a versatile and experienced Intermediate Fundraiser to join our mission-driven team. This role is ideal for a skilled professional with broad expertise in fundraising who can support our goals by driving various revenue streams and nurturing meaningful relationships with our supporters. As part of Hope Haven, you will contribute to empowering individuals with disabilities through adaptive equestrian activities, with a focus on building sustainable funding for our programs. The Intermediate Fundraiser will engage across individual giving, corporate partnerships, grants, events, and digital campaigns.

Key Responsibilities:

1. Individual Giving & Major Gifts

- Plan and execute individual giving campaigns, including annual appeals, monthly giving, and major donor programs.
- Steward relationships with mid-level and major donors, aligning with their philanthropic interests.
- Manage a portfolio of individual donors, identifying and cultivating new prospects.

2. Corporate Partnerships & Sponsorship

- Develop and maintain corporate partnerships to support Hope Haven's programs and events.
- Craft sponsorship packages and proposals that appeal to corporate sponsors and align with their objectives.
- Build lasting relationships with corporate partners to secure financial and in-kind support.

3. Grant Writing & Management

- Research and prepare grant applications for funding from foundations, government programs, and other grant-making bodies.
- Track grant deadlines and reporting requirements to ensure timely and accurate submissions.

- Develop relationships with funders, providing them with progress updates and impact reports.
- 4. Fundraising Events**
- Coordinate and execute fundraising events, from planning through to completion.
 - Collaborate with volunteers, sponsors, and community partners to maximize event success.
 - Manage event logistics, budgeting, and post-event evaluation to enhance future events.
- 5. Digital & Peer-to-Peer Campaigns**
- Implement digital fundraising campaigns, including email, social media, and peer-to-peer initiatives.
 - Work closely with the marketing team to create engaging content that increases online donations and new donor acquisition.
 - Monitor and assess the impact of digital campaigns to optimize future efforts.
- 6. Database Management & Reporting**
- Maintain accurate donor records in Hope Haven's CRM, ensuring data is up-to-date and organized.
 - Analyze and report on fundraising data to track progress and identify areas for growth.
 - Prepare regular updates on fundraising outcomes for the Executive Director and board.

Qualifications:

- Bachelor's degree in a related field (e.g., Nonprofit Management, Communications, Marketing) or equivalent experience.
- 3-5 years of fundraising experience with demonstrated success across various areas.
- Proven success in meeting revenue goals, managing donor relationships, and implementing impact-driven campaigns.
- Strong written and verbal communication skills, with an ability to craft compelling, mission-aligned messages.
- Experience with donor management systems (e.g., Raiser's Edge, Donor Perfect, or similar CRM).
- Proficient with digital tools and platforms for fundraising and reporting.
- Excellent organizational skills, able to manage multiple projects and meet deadlines.
- A collaborative team player with a passion for Hope Haven's mission.

Preferred Skills:

- CFRE certification or similar credentials are a plus.
- Knowledge of trends in nonprofit fundraising and emerging opportunities.
- Experience in the nonprofit or adaptive sports sector is an asset.

Why Join Hope Haven:

- Join a dedicated team committed to making a meaningful difference in the lives of individuals with disabilities.
- Opportunities for professional growth and development in a supportive environment.
- Flexible work options with a welcoming team culture.

Hope Haven Therapeutic Riding Centre
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