



# Humanitarian Coalition is looking for a Manager, Fundraising and Stewardship

## ABOUT THE ROLE / WHAT THE ROLE OFFERS

The Humanitarian Coalition brings together leading Canadian international aid organizations to provide Canadians with a simple and effective way to help during major humanitarian emergencies. In working together, we recognize that ‘business as usual’ is no longer enough. Guided by a shared commitment to timely, coordinated, and effective humanitarian response, we are reimagining how we engage Canadians, deliver impact, and strengthen our collective capacity. We believe that every person affected by crisis deserves safety, dignity, and the opportunity to rebuild their life—and that by working together, we can do more to make this a reality.

The Manager, Fundraising and Stewardship, provides strategic leadership and operational oversight of donor engagement, stewardship, cultivation, annual fundraising programs and appeal fundraising with existing donors at the Humanitarian Coalition. This role is accountable for meeting annual giving revenue targets and shares accountability for meeting fundraising targets during joint appeals. Through data-informed strategy, cross-functional collaboration, and donor-centric practices, the Manager, Fundraising and Stewardship plays a critical leadership role in sustaining and growing donor support for the Humanitarian Coalition.

The ideal candidate is a motivated self-starter and strategic thinker, a team player with superior stewardship and cultivation abilities, and a skilled communicator in both English and French.

## WHAT YOU OFFER / ABOUT YOU

- Bachelor's degree in fundraising, communications, marketing, nonprofit management, international development, or a related field.
- Minimum 7 to 10 years of progressive experience in fundraising, donor relations, or philanthropic development.
- Strategic thinker with the ability to develop and implement effective plans.
- Experience in managing donor stewardship, individual fundraising, leadership and major giving, planned giving and monthly giving programs.
- Proven track record in meeting or exceeding fundraising targets.
- Strong understanding of fundraising principles, donor stewardship best practices, donation platform optimization and donor lifecycle management.
- Strong project management skills: able to prioritize tasks and manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Advanced proficiency in both English and French (oral and written).
- Strong relationship-building skills with donors.
- Knowledge of donor databases (e.g. DonorPerfect, Salesforce, or other CRM systems).



- Ability to analyze data and use insights to inform strategy.
- High degree of initiative, autonomy, and accountability.
- Applicable knowledge of relevant computer software (Microsoft Office Suite, etc.)
- Adaptable and flexible to shifting work requirements, particularly during emergency appeals.
- Commitment to the mission, vision, and values of the organization, including principles of equity, diversity, and inclusion.
- Understanding of and sensitivity to humanitarian principles and ethical fundraising.
- Ability to work in a fast-paced, collaborative, and cross-functional team environment.
- Cultural sensitivity and an understanding of global development and humanitarian issues.

### **WHAT WOULD MAKE YOU EXTRAORDINARY**

- Experience working in or with humanitarian or international development organizations is an asset.

### **REQUIREMENTS**

Promote and maintain an organizational culture that advances gender equality, reduces power abuse and inequalities, and fosters trust and safety.

Create an environment within CARE's workplaces, programming, and communities where CARE works that is free from sexual harassment, sexual abuse and sexual exploitation and child abuse (SHEA-CA).

Ensure high standards of prevention and response measures for SHEA-CA are in place consistent with the CARE International (CI) Safeguarding Policy and Safeguarding Code of Conduct.

### **WHAT WE OFFER / ABOUT CARE**

- Starting salary range between \$97,850.00 - \$103,000.00
- Comprehensive benefits package and confidential employee assistance program services available to you and your dependents from your first day of employment
- 3 weeks of annual leave (increases to 4 weeks from 2nd year of employment)
- In addition to annual leave, we offer a December 24-January 1 office closure so we can all recharge simultaneously
- Inclusive holiday policy
- Paid sick leave
- Parental leave top-up
- Employer contributions to group pension plan after first year of employment
- Optional participation in group RRSP (eligible from first day of employment)
- International and domestic travel opportunities
- Annual all-staff retreat in Ottawa
- Learning and development opportunities and specialized training
- Flexible work hours to support employee wellbeing and productivity



- A focus on wellness and work-life balance
- Amazing colleagues who are very committed to CARE's mission

If you are someone who thrives on challenge, loves to be part of a dynamic team and you are passionate about making a difference, then this opportunity is for you! Don't think you check all the boxes? Reach out anyway – we would love to hear how your experience translates to this role! Please apply directly by **February 16, 2026**. Please note resumes will be reviewed on an ongoing basis and the advertisement will be removed once a candidate has been identified. We are only able to consider candidates who currently have the right to work in Canada.

*CARE Canada is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.*

*CARE Canada has a mandatory vaccination policy currently in place with accommodations based on the Ontario Human Rights Code.*

*As part of CARE Canada's commitment to preventing sexual harassment, exploitation and abuse, we conduct reference checks on all final stage candidates in line with the Interagency Misconduct Disclosure Scheme. By applying to this role with CARE Canada, you are giving us consent to contact your previous employers to seek information in line with this scheme.*