



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Fund Development And Operations Officer

<b>Job ID</b>	<b>AF-89-5F-3A-3B-91</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=AF-89-5F-3A-3B-91">https://careers.indigenous.link/viewjob?jobname=AF-89-5F-3A-3B-91</a>	
<b>Company</b>	G(irls)20	
<b>Location</b>	Remote, Across Canada	
<b>Date Posted</b>	From: 2021-02-17	To: 2021-03-03
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

Position: Fund Development and Operations Officer Hours: Full-time (40 hours per week)

Contract type: Full-time permanent

Location: Anywhere in Canada

Reports to: Senior Manager, Fund Development and Operations

Applications Open: February 4, 2021

Applications Close: February 25, 2021 (NOTE: Applications will be considered on a rolling basis)

Application method: See below

Compensation: See below

All candidates must be able to work legally in Canada at the time of application.

About G(irls)20

Launched in 2009 at the Clinton Global Initiative, G(irls)20 places young women at the centre of decision-making processes. Through our signature programs, Global Summit and Girls on Boards, we make strategic investments in young women through education and training, building networks, and access to unparalleled leadership opportunities. Learn more at [www.girls20.org](http://www.girls20.org).

Working at G(irls)20

Weâ€™re a collaborative team committed to creating opportunities for all young women to get a seat at decision-making tables and have their voices heard, whether it be in business, politics, or social change. We provide high quality programming and work closely with alumnae to constantly improve program design. As an organization, we are working toward making stronger connections to an intersectional and LGBTQ2S+ feminist movement and evolve our programming and staffing in this direction. G(irls)20 has an all-hands-on-deck attitude and there is no task too big or too small that staff may do. We work hard and have fun! This is an exciting time to join a growing organization, with the ability to have your own imprint on the future of the organization.

G(irls)20 is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, LGBTQ2S+, newcomer, and other underserved communities are encouraged to self-identify in your application. To learn more about G(irls)20â€™s continued learning and commitment to equity, please see our Equity Strategy.

As a result of COVID-19, G(irls)20 employees are working from home indefinitely. We offer flexible hours and recognize that care work, health and mental health must be respected in order to have an effective team.

Position Summary:

G(irls)20 is seeking to expand our funding portfolio by enhancing current revenue streams and creating new ones. The Fund Development and Operations Officer is a multi-faceted and evolving role that will support with identifying new partnerships and funding streams, lead on building out an exciting new database through Salesforce and assist with operational support of the organization. Working closely with the Senior Manager, Fund Development and Operations, this person will work across the organizationâ€™s programs, activities and stakeholders to promote a healthy funding portfolio and operational strategy to drive impact for G(irls)20.

The successful candidate is a positive and outgoing individual who is as comfortable working independently as being a collaborative team player.

The Fund Development and Operations Officer contributes to the team in the following ways:

Fund Development (60% of time):

Execute on all aspects of the fundraising strategy to increase revenue and support the strategic direction of the organization

Lead on the development of digital fundraising campaigns

Lead on growing the monthly donor program

Lead on stewardship with all individual donors

Lead on prospecting corporate sponsors and major donors Lead on organizing G(irls)20 fundraising events

Support Senior Manager, Fund Development and Operations, on other tasks relating to corporate sponsorship and major donors

Manage identified corporate partner relationships ensuring agreement requirements are fulfilled

Develop pitch decks to assist with the development of new partnerships Represent G(irls)20 at corporate and fundraising events, as necessary Write funding proposals, as needed

Donor Management in Salesforce

Communications Management (15% of time):

Provide strategic support with the external communications strategy Execute on aspects of the communications strategy throughout the year

Work closely with the Communications Coordinator to provide oversight and feedback on external communications, as needed

Operations Management (15% of time):

Lead on creating, improving and executing systems within the organization (including online filing system, online security, expense management system, onboarding and offboarding, etc.)

Identify important policies, develop procedures, and enforce as needed Responsible for the day-to-day operations of the organization including contracts, invoicing and office management

Collaboration with G(irls)20 colleagues (10% of time):

• Participate and play an active role in all G(irls)20 programs' external events

• Occasional participation in G(irls)20 programs' workshops and other internal events

• Assist in the preparation of cross-team reports and communications materials

• Contribute to the organizational strategic planning, annual planning, etc.

• Other duties as needed

#### Qualifications

Committed to feminist values with an understanding of how diverse women experience marginalization differently

2-3 years of professional fundraising experience in a nonprofit organization Strong knowledge of fundraising best practices, and experience with: fundraising events, monthly donor programs, digital fundraising campaigns, corporate partnerships, prospecting, and donor stewardship.

Experience with donor management in Salesforce

Highly independent with a proven ability to lead on projects Excellent written and oral communication skills

Solutions-oriented and can troubleshoot day-to-day issues as they arise, whether logistical or interpersonal in nature

Comfort working with Microsoft Office, Slack, Mailchimp, and other digital tools to maintain clear and organized documentation and data management

Sensitivity working with young women (ages 18-25) from a diversity of communities.

Ease fostering relationships with the business and non-profit communities alike. Experience coordinating multiple stakeholders and the many moving parts of a project.

Comfort with social media and digital technologies.

Ability to be flexible and adaptable to changing priorities and tight timelines

A team player who is willing and ready to support the team when needed

Once it is safe to do so, flexibility to travel occasionally within Canada and internationally. G(irls)20 will consider barriers such as visa/PR status if necessary.

#### SALARY AND BENEFITS:

Salary range: \$46,000 - \$52,000

Health and Dental Benefits

Flexible work hours and location

Internet stipend of \$40 CAD provided while working from home due to COVID-19 Mobile stipend of \$50 CAD

3 weeks' paid vacation per calendar year

#### How to Apply

To apply, please send your resume and cover letter, in a single pdf document, to [miriam.buttu@girls20.org](mailto:miriam.buttu@girls20.org). Please use the subject line "FUND DEVELOPMENT AND OPERATIONS OFFICER APPLICATION" and ensure your application is submitted no later than Thursday, February 25 at 11:59pm EST.

Please note: Applications will be screened on a rolling basis, and shortlisted candidates will be invited to participate in the second round of the recruitment process. As such, applicants are encouraged to submit applications as soon as possible.

If you have any inquiries that are not covered in this job description please email [miriam.buttu@girls20.org](mailto:miriam.buttu@girls20.org).

WE APPRECIATE ALL APPLICATIONS BUT ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.