



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Senior Development Officer, Annual Giving & Direct Response

<b>Job ID</b>	<b>C9-1E-14-00-1B-F7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C9-1E-14-00-1B-F7">https://careers.indigenous.link/viewjob?jobname=C9-1E-14-00-1B-F7</a>	
<b>Company</b>	Indspire	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-07-09	To: 2020-07-31
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	August 17, 2020	
<b>Languages</b>	English	

### Description

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit, and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2019-20, Indspire awarded \$17.8 million through more than 5,100 bursaries and scholarships to First Nations, Inuit, and Métis youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the Indspire Awards, a celebration of the successes achieved by First Nations, Inuit, and Métis people that is broadcast nationally.

Never has there been a better time to join this national leader!

We are currently hiring for a Senior Development Officer, Annual Giving & Direct Response. Reporting to the Director, Individual Giving, this role develops and executes all annual giving revenue programs and initiatives aimed at engaging and involving individual donors, with the goal of increasing engagement, awareness, and donations (amount and frequency).

The position responsibilities of the Senior Development Officer include:

#### Fundraising (70%)

- Directs and manages all aspects of Indspire's individual giving campaigns for donors (< \$10,000) including direct response mail, tele-fundraising, monthly giving, and online fundraising initiatives
- Develops strategies for direct mail campaigns including data segmentation, story proposals, and develops a detailed critical path, ensures data integrity, and coordinates review and approvals throughout the production process
- Manages relationships with vendors and suppliers including Canada Post, direct mail, telemarketing and gift processing agencies, graphic designers, and writers, to ensure successful campaigns
- Works with the Director to develop and execute annual online fundraising/stewardship strategy to ensure Indspire is maximizing industry best practices and techniques surrounding web-based fundraising
- Executes strategies for new monthly donor acquisition, retention, upgrades, and renewals
- Provides support for individual major gifts and planned giving programs with the direction of the Director to develop a prospect pipeline for Leadership, Major and Planned Giving
- Works with colleagues in Development and Communications & Marketing to source content for appeals as needed, as well as to develop, plan and execute current best practice appeal and stewardship strategies for individual donors that include such tactics as printed newsletters, brochures, pledge forms, and online tools
- Works with the Development Coordinator to track, update records and record all activity for the individual giving program donors in the database and generates queries and data exports for all tactics related to individual giving campaigns and appeals.

#### Administration (30%)

- Works with the Director to plan annual budget; monitors the Individual Giving budget ensuring annual campaign goals are met
- Responsible for monitoring active campaigns and providing weekly appeal summary reports that track and evaluate metrics such as response rate, gift average and revenue raised against budget
- Tracks revenue and identifies any areas of concern; attains or exceeds annual revenue targets for individual giving campaigns
- Provides support for in-person or virtual Indspire events and attends functions as appropriate to promote Indspire to donors and prospects
- Performs other duties to support fundraising projects as assigned by the Director, or the Vice President, Development.

### Essential Skills

#### Qualifications

- Post-secondary degree or equivalent
- Progressive experience with a minimum of five years' experience of demonstrated success in fundraising in the not-for-profit sector with a focus on annual giving (direct response and multi-channel fundraising)
- Working towards or having attained CFRE an asset
- A solid understanding of the fund development and moves management process
- Knowledge of and experience in Indigenous communities preferred
- Exceptional written and verbal communication skills
- Strong interpersonal and public relations skills and the ability to communicate effectively with all donors, volunteers, and other stakeholders
- Ability to effectively coordinate multiple projects, deadlines, and priorities
- Team player that displays initiative

- Highly computer literate and the ability to work effectively with fundraising software to drive results
- Ability to work with sensitive information with complete confidentiality
- Ability to work in French is an asset
- Occasional travel between Six Nations and Toronto offices is required
- Must be able to work occasional evenings and weekends and possess a willingness to travel within Canada.

The duties within this job description may be amended from time to time.

**How to Apply**

This is a full-time position based at Indspire's Toronto office. The salary range is competitive with a comprehensive benefits package, including pension plan.

We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit, and Métis people and all others interested in the position.

To apply, please forward your résumé and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca). All qualified candidates will be contacted directly. Only those candidates selected for an interview will be contacted. No agency calls please.

To learn more about Indspire, visit [indspire.ca](http://indspire.ca).

Deadline for Applications: Friday, July 31, 2020.