

## **NATIONAL FUNDRAISING OFFICER**

Are you looking to be a leader in a national, well-established charity? Are you looking for an opportunity to manage a critical function, and be part of an organization's growth and development? Are you an experienced fundraising leader with institutional and individual donor experience?

**Drug Free Kids Canada (DFKC)** is seeking an innovative, dynamic National Fundraising Officer. We are looking for a collaborative professional with a passion for the cause and the energy, strategic foresight, and experience to make a difference.

### **About Us**

**Drug Free Kids Canada (DFKC)** is a national, registered charity whose mission is to reduce the prevalence of problematic substance use by youth. DFKC engages parents and adult allies as key agents of change. With a small, effective, and dedicated staff and an engaged and seasoned Board of Directors, we make a measurable and impactful difference. Since our inception in 2011, we have garnered 8 billion media impressions from over \$120 million in free media.

### **Position Description**

Under the direction of the Executive Director, the National Fundraising Officer is responsible for developing and executing a comprehensive fundraising strategy that supports the strategic plan and meets the organization's revenue goals. This position requires a seasoned fundraising leader with corporate, foundation and individual donor experience.

The National Fundraising Officer must demonstrate strong interpersonal skills and a passion to promote DFKC.

### **Responsibilities**

- Develop an annual fundraising plan and budget in alignment with the organization's strategic and financial goals. Ensure the delivery, monitoring, and reporting of the plan.
- Strategize and orchestrate methods of approach to institutional donors, researching public and private grant sources (agencies, corporations, and foundations) to identify sources of restricted and unrestricted funding, and submission of applications and/or proposals.
- Develop proposals for projects tailored to the specific interest of corporations, foundations, individuals, and associations.
- Support the development and execution of an annual fundraising event, soliciting online donations.
- Create and deliver a Donor Stewardship Program, focusing on donor conversion.
- Solicit major and planned gift prospects.

- Maintain a working knowledge of significant developments and trends in philanthropy using this knowledge and research to continually enhance overall fundraising strategy.
- Perform other duties per the business's needs

### **Education and Experience**

- University graduate with at least 5-7 years of professional, non-profit fundraising experience.
- Demonstrated track record of meeting fundraising targets through exemplary relationship building and donor acquisition.
- Experience with donor and event management.

### **Knowledge, Skills and Abilities**

- Effective donor management and stewardship practices.
- Strong planning and organization skills with the ability to translate plans into action.
- Ability to effectively prioritize activities.
- Take initiative and ability to work independently.
- Strong written and verbal communication skills with the ability to make strong and compelling presentations.
- Excellent interpersonal skills. Open, approachable, tactful, and politically sensitive. Possesses the ability to work with a wide variety of personalities and situations.
- Skilled relationship builder.
- Excellent administrative skills with the ability to follow through effectively.
- French proficiency is an asset.
- Must be able to work from home. Ideally home based in major centres: Vancouver, Calgary, Montreal, Toronto or Ottawa. Minimum travel within Canada (contingent on Covid-19 health guidelines).

The annual salary band is \$70,000 – \$85,000, depending on skills and experience.

To apply, please merge your cover letter and resume into one PDF and send to [info@drugfreekidscanada.org](mailto:info@drugfreekidscanada.org) with the subject line National Fundraising Director. DFKC is an equal opportunity employer. We are committed to fostering an inclusive environment, where all staff, donors, and stakeholders are respected and supported. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

**CLOSING DATE:** Open until filled