

Job Title :	Fundraising Agent	Job Category :	Administration
Location :	Beaconsfield Office with possibility of remote work	Travel Requirements :	Montreal - West Island
Salary Range :	\$25.00-28.00/hour dependant on experience	Job Type :	Permanent Part-time (22.5 hours per week)

ROLE AND RESPONSIBILITIES

Under the direct supervision of the Fundraising and Communications Manager, the Fundraising Agent is responsible to organize events, solicit prospective donors, sponsors and volunteers, engage donors, and implement fundraising strategies to secure funding and promote awareness of our well established and growing not-for-profit organization. This role involves collaboration with other team members, namely marketing & communications and accounting, to evaluate the needs and support the organization's mission.

Key Responsibilities:

Fundraising:

- Event Coordination: Plans and executes fundraising events, including golf tournament, yoga for NOVA, and other community and third-party fundraisers while overseeing team of volunteers.
- Campaign Planning: Collaborates in the development of the diverse Campaigns.
- Grant Requests: Writes applications and fundraising proposals.
- Reporting: Enters donor, sponsor, volunteer and other fundraising details in DonorPerfect, providing reports on fundraising data to measure success and help develop future strategies.

Marketing & Communications:

- Raises Awareness: Participates in various community activities, such as presentations, community booths or networking venues.
- Assists in coordination of Annual General Meeting and Volunteer recognition event.

Qualifications:

Education: Bachelor's degree (or equivalent) in business, philanthropy or related field.

Experience: Experience in fundraising or related field (2-3 years). Experience in nonprofit sector an asset.

Skills:

- Excellent communication and relationship-building (written and verbal).
- Bilingual and confidence in public speaking (French & English).
- Proficient in DonorPerfect including online forms and Microsoft Office suite.
- Experience in writing grant applications and fundraising letters.
- Detail-oriented and able to learn and multi-task.
- Able to work independently and as a team member.
- Time management and organization skills; able to prioritize and meet deadlines.

Additional Requirements:

- Passion for the organization's mission and values.
- Ability to work occasional evenings and weekends for events and deadlines.

ADDITIONAL NOTES

This job description outlines the essential duties and qualifications for the position of Fundraising Agent. The ideal candidate will be a dynamic and strategic thinker with a passion for nonprofit work and a proven track record in fundraising.

HOW TO APPLY:

PLEASE SUBMIT YOUR RESUME AND COVER LETTER BY JANUARY 30, 2025 TO LBOISSONNEAULT@NOVAWI.ORG

THE START DATE FOR THIS POSITION IS EXPECTED IN MARCH 2025.

WE LOOK FORWARD TO HEARING FROM YOU!

Approved by :	Marie-France Juneau	Date :	January 15, 2025
Last Update by :	Louise Boissonneault	Date :	January 15, 2025