POSITION: Manager of Annual Giving

DEPARTMENT: Corporate Partnerships & Social Investment

ABOUT MOSAIC

Since 1976, MOSAIC has worked to strengthen communities by supporting newcomers in building their new lives in Canada. As a non-profit, we provide comprehensive services in BC and though online technologies reach many overseas clients.

We are seeking a passionate and experienced Manager of Annual Giving to join our team and help build and lead fundraising initiatives that will greatly enhance the lives of individuals from diverse backgrounds.

About the Position:

Reporting to the Director of Corporate Partnership & Social Investment, the Manager of Annual Giving is instrumental to the success of the annual giving program and contributes by raising awareness and creating engagement opportunities within British Columbia. This collaborative and creative self-starter will play a key role in the development and implementation of new programs and driving forward traditional giving.

This growth position will work collaboratively within the MOSAIC team, including Communications, Employment, Settlement, Family and Youth Services, Interpretation, Translation and Finance.

Key Responsibilities:

- Work with the Director to establish a vision for securing and engaging new donors and raising funds to support our mission
- Develop plans for a multi-channel annual giving program that covers the full donor cycle from identification and engagement to solicitation and stewardship
- Grow annual giving channels including digital fundraising, monthly giving, face-to-face, direct mail and community based third party fundraising
- Establish and track yearly budgets for donation targets and forecasts
- Collaborate with the Development team to develop strategic and annual plans that align with our goals and objectives and execute them
- Imagine new opportunities for community events and cause marketing partnerships
- Work with community, volunteers and alumni to support third party fundraising efforts, meeting fundraising goals and community awareness goals
- Leading and collaborating with volunteers and employees at events
• Works with Manager, Communications to develop written materials for digital fundraising, monthly giving, employee giving and direct mail
• Monitor results, analyze trends, be nimble to take advantage of opportunities and share strategic learning within the organization
• Deliver exceptional service and follow-up to donors and key internal and external stakeholder groups

Job Specific Competencies:

• Passion for fundraising, working with donors and aligning to the mission of MOSAIC
• Ability to represent MOSAIC with a polished, positive and professional demeanor and attitude at all times
• Demonstrated ability to set and exceed fundraising goals
• Highly developed written and oral communications
• Strong knowledge of current trends in fundraising and experience to creatively and strategically take advantage of opportunities to drive revenue
• Ability to efficiently organize and multi-task in a deadline driven environment, with attention to detail and the ability to work well under pressure with minimal supervision
• Demonstrated commitment to long-term relationship building with donors and volunteers
• Critical thinker who can act quickly and adapt to changing demands and competing priorities
• Demonstrated record of accomplishment, working cooperatively in a team environment with staff, volunteers, donors and the community. Must be able to work independently and with diverse groups
• Proficient in E-Tapestry or Raiser’s Edge and MS Office Suite
• Ability to work a flexible schedule, including evenings and weekends when needed

Experience and Education Requirements

• A relevant post-secondary degree
• Five years+ in Annual Giving or Fundraising
• Proven success in creating and managing fundraising programs and initiatives
• Strong commitment to established AFP standards

This is a full-time position.

How to Apply: Submit your resume and a detailed cover letter explaining your interest in MOSAIC and this position to fundraising@mosaicbc.org

Please no phone calls. We will contact those selected for an interview.

Deadline: February 7, 2020 at 5:00 pm

Posting Date: January 15, 2020