

Job title	Campaign and Donor Relations Lead
Job classification	PM - 03
Reports to	Executive Director

Job Purpose

- The Campaign and Donor Relations Lead raises funds in support of the Biosphere Centre capital campaign
- Supports the philanthropic objectives of current and potential Clayoquot Biosphere Trust (CBT) donors
- The Campaign and Donor Relations Lead is responsible for identifying, qualifying, cultivating, soliciting, and stewarding donors, namely interested individuals, foundations, and corporations.

Duties and Responsibilities

- Work closely with CBT Executive Director and campaign counsel to successfully plan and execute the day-to-day operations of a \$10 million capital campaign.
- Establish a pool of potential donors to the campaign through research, data analysis, networking, referrals, and any other means.
- Develop and execute personalized strategies for all potential campaign donors.
- Collaborate with program staff as required as subject matter experts to help engage and cultivate donors.
- Support the participation of the ED and campaign volunteers in fundraising activities; providing strategies, briefing notes, and follow up as required.
- Attend face to face visits with donors and prospects alone and/or in combination with other strategic partners (i.e., ED, Board members, volunteer campaign leaders).
- Write and prepare all proposals, letters, and other donor correspondence as required; present and provide solicitation proposals to potential donors.
- Works diligently towards the achievement of relevant metrics and goals
- Ensure all donor records are maintained in the donor database.
- Manage and supervise the implementation of appropriate donor recognition strategies, policies, and procedures.
- Coordinate with CBT peers in government relations, marketing, and other areas to achieve CBT strategic objectives.
- Plan and deliver strategic campaign information and/or stewardship events (as required).
- Attend and network at community and 3rd party events as appropriate.

Working Conditions

- 7.5-hour workday / maximum 30-hour work week.
- Ability to work on a flexible schedule (evenings and weekends) may be required to attend events and meetings.
- Valid Class 5 Driver's license and access to vehicle required to travel to occasional meetings, events, and presentations across the Biosphere region.

Physical and Mental Requirements

- The position will require time in front of a computer screen.
- The position will require travel by small boat and float plane to remote communities.

Direct Reports

See organizational chart.

Qualifications (subject to modifications dependent on staff complement and/or operational requirements)

Education	Post-secondary degree, preferably with a specialization in fundraising, business administration, marketing, public relations, or communication; a combination of experience/education will be considered
Professional Certifications	None required; CFRE or equivalent would be a strong asset
Experience	<p>Direct major-gift, leadership, or related fundraising experience is preferred, ideally with proven expertise in portfolio management and face to face solicitations</p> <p>Relevant transferable skills are welcome, such as relationship development, business development, sales, and community engagement</p> <p>Significant experience in working in a cross-cultural setting (preferred)</p> <p>Experience in an external/relationship-based role in the Clayoquot Biosphere region</p>
Knowledge	<p>Understanding of fundraising cycle with the ability to identify, solicit, and secure major gifts</p> <p>Knowledge of conservation and sustainable development. (preferred)</p> <p>Knowledge of First Nations communities and priorities in the Biosphere Region (preferred)</p>
Skills / Abilities	Strong relationship-development and interpersonal skills

	<p>Strong listening and networking skills</p> <p>Ability to negotiate successfully</p> <p>Exceptional ability to prepare original written materials associated with management of donors and prospects (e.g., development of targeted proposals, financial illustrations of gift vehicles, progress/stewardship reports on projects funded and general correspondence)</p> <p>Ability to work independently as well as within a collaborative team environment</p> <p>Strong analytical skill to identify prospects and gift capacity related to market understanding</p> <p>Ability to connect strategic direction and programs to ensure community needs and organizational mandates are met</p> <p>Ability to work through conflict and diversity of thought</p> <p>Solid computer literacy, record-keeping, and organizational skills</p> <p>Exceptional verbal and written communication skills</p> <p>Ability to balance multiple simultaneous priorities</p> <p>Strong organizational and planning skills</p> <p>Ability to provide strategic guidance to CBT leadership and peers</p> <p>Ability to work in collaboration with multiple stakeholders</p> <p>Ability to create and cultivate partnerships in support of achieving a financial target</p>
Personal Suitability	<p>Maturity, Ambition, Authenticity</p> <p>Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity, Teamwork, Open-mindedness</p>
Values	<p>Communication, Learning, Respect, Joy</p>

Date Last Reviewed	
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	Name	Signature	Date
Approved By			
Employee			