

JOB POSTING
COMMUNITY ENGAGEMENT AND FUND DEVELOPMENT SUPERVISOR

Full Time Contract until September 2015

Community Living Upper Ottawa Valley is located along shores of the Ottawa River, the province's eastern border. Pembroke, approximately 100 miles north-west of Ottawa, the nation's capital, is part of Renfrew County. The County, the largest in the province in terms of land mass, is characterized as small urban and rural living which is home to about 97,000 people.

Community Living Upper Ottawa Valley celebrated its 50th anniversary as a parent driven association in 2008. With a five million dollar annual budget, largely subsidized by the Province, the organization assists approximately 200 people and employs about 100 professionals.

The Community Engagement and Fund Development Supervisor assists the Executive Director to generate contacts with potential community and corporate partners and funders as well as maintaining and managing existing relationships with a focus on supporting Community Living Upper Ottawa Valley. The aim is to both raise funds on a sustainable basis through well considered, thoughtfully planned and effectively executed fundraising initiatives; to promote the work and mission of Community Living Upper Ottawa Valley to community and corporate organizations and their staff; to lead and coordinate our annual public relations campaign and other special community events.

Knowledge, Skills and Credentials:

- A university degree or college diploma in a relevant field, CFRE designation preferred
- 3 – 5 years progressive fundraising experience preferably in a not-for-profit/charity environment
- Demonstrated ability, expertise and experience in executing a successful and sustainable fundraising program
- Experience in developing community and corporate fundraising partnerships on a local, regional and/or national platform
- Experience in developing proposals and in securing successful partnerships, sponsorship and grants
- Customer relationship management experience within a company, non-profit or charity
- Excellent project management and ability to make presentations to a wide audience base
- Strong written and verbal communication skills and ability to successfully pitch for financial support, ability to 'sell' the agency
- Excellent research and IT skills, including Outlook, Word, social media, etc.
- Available to work flexible hours including evenings and weekends
- Bilingualism will be considered an asset
- A clear Police Records Check for the vulnerable population is mandatory
- A valid driver's license, and access to a personal vehicle is required

Starting Salary: \$50,800

Please forward resume and cover letter by May 2, 2014 in confidence to:
Grace Brum, P.O. Box 1030, Pembroke, ON K8A 6Y6
gracebrum@communitylivingupperottawavalley.ca

Only those contacted for interviews will be further notified