



VACANCY:
Fund Development Coordinator

Status: Full-time

Type: Employment

Location: Remote / home-based

Employer: Canadian Women for Women in Afghanistan (CW4WAfghan)

Apply by: Open until filled

About CW4WAfghan:

Canadian Women for Women in Afghanistan (CW4WAfghan) is a member-based, Canadian registered charity founded in 1998 to advance education for Afghan girls, women and their families, and to educate Canadians about human rights. We develop and deliver high quality education programs and resources in three areas: 1. Investing in Basic Education; 2. Community Literacy and Libraries; and 3. Technology for Education; and in Canada, through a Public Engagement Program. In Afghanistan, our programs establish school and community libraries, run literacy classes for women of all ages, undertake teacher education, refurbishing schools with science laboratory materials, operate a girls' school in Kabul, and more. In Afghanistan, our dynamic, talented team manages, implements and monitors our programs. In Canada, almost 2,000 members and a local chapter network are engaged as global citizens and raise awareness and funds to support our programs. CW4WAfghan members believe that individuals, as global citizens, working in solidarity and with integrity of purpose and action, can affect positive change in the world through education and the promotion of human rights. The organization's mission is: *Canadians taking action, in partnership with Afghan women, towards improving conditions of human rights, ending women's oppression, and providing opportunities for Afghan women to live their lives with dignity, certainty and purpose.* To learn more about our programs, visit: www.cw4wafghan.ca

Job Description:

We are seeking a skilled fundraising professional with knowledge of the international development context to join our Canada-based team in a flexible role with lots of potential to grow further with the organization. CW4WAfghan has a well diversified funding portfolio that will be maintained and expanded upon by the incumbent. Working with our staff team in Canada and Afghanistan, the board of directors, chapters and virtual volunteers, the Fund Development Manager will lead our work identifying and pursuing prospects, maintaining and developing existing donor relationships, exploring new modes of funding, and evolving our fund development approaches.

National Office: PO Box 15007 Aspen Woods, Calgary, AB, T3H 0N8, Canada
Tel: 403.244.5625 Email: Info@CW4WAfghan.ca Web: CW4WAfghan.ca

CW4WAfghan Network: Atlantic, Calgary, Halton, Kingston, London,
Winnipeg, Ottawa, Peterborough, Toronto, Vancouver, Victoria

We are seeking exceptional candidates, with experience managing funding requests (proposals, concept papers, LOIs) and with donor stewardship, ready to bring their creativity and energy to our dynamic team.

Job Duties:

- Develop and lead the organization's Fund Development Strategy
- Co-chair the Fund Development Committee
- Nurture and develop donor relationships, and be responsible for all stewardship activities for individual donors, including acknowledgement letters and donor recognition
- CRM/Donor database management (Keela and CanadaHelps)
- Conduct prospect research, identify new leads, and maintain and manage the organization's Prospects Chart
- Coordinate and prepare funding requests and grant applications for renewed support and new requests
- As part of stewardship responsibilities, be accountable for coordinating the preparation of reports to donors, thank you messages and communicate with donors as needed
- Support Chapters with fundraising initiatives
- Support Breaking Bread campaign activities
- Plan and execute 'Giving Tuesday' and Year-end Appeal campaigns
- Work with Communications Associate to write copy, update website and contribute content related to fund development to news bulletins as needed
- Manage approval and liaison with third party fundraising events
- Attend staff meetings and team meetings

Qualifications:

- Minimum five years of relevant work experience and at least two at a leadership level, preferably in the charitable sector, and ideally, with international development experience
- Experience writing and managing proposals for projects that were funded
- Experience in cultivation, solicitation, and stewardship strategies and techniques, and ability to build effective relationships with prospective donors
- Exceptional writing skills and experience with a variety of formats (LOIs, concept papers, proposals, cases for support, donor reports)
- Research aptitude
- Deadline-oriented, with demonstrated ability to take responsibility for projects and complete them in a timely manner
- Excellent organizational, interpersonal and networking skills, and ability to distil complex projects and problems when interacting with donors, and to make a compelling case for support of the organization's projects and programs
- Ability to work independently, take initiative, and coordinate a variety of activities concurrently
- Proficiency in Google Workspace and Microsoft Office Suite including Word, Excel, and PowerPoint

Preferred/helpful:

- Previous experience using a constituent management database or donor management database
- Awareness of education sector and current issues in education in developing countries
- Experience working with a multinational team both in person and remotely
- Experience working on shared drives such as GoogleDrive

To Apply:

Applicants living anywhere in Canada, and with the legal right to work in Canada, are invited to apply to this home-based position. Applications should include:

- A cover letter describing the applicant's relevant experience and interest in the position. The cover letter should be in the body of the email, and not an attached document.
- Recommended: please include attachments or links to writing samples.
- Applicant's resume including two professional references.

Please apply soon, as applications are considered as they are received, via email to: Recruitment@CW4Wafghan.ca No phone calls please. Compensation package inquiries by email welcome.