

**COMMUNITY COUNSELLING & RESOURCE CENTRE  
JOB DESCRIPTION**

**JOB TITLE:** Fundraising & Communications Manager

**JOB CLASSIFICATION:** Manager II  
**SUPERVISOR:** Executive Director

**POSITION SUMMARY:**

To enhance the sustainability of CCRC through resource development, fundraising and communications.

**HOURS:** Weekdays, 31.5 hours per week

**SALARY:** Within the approved salary range

**QUALIFICATIONS:**

- Relevant post-secondary degree, preferably with completion of some CFRE (Certified Fundraising Executive) requirements
- Minimum of 3 years' experience in fundraising, communications and volunteer development
- Proven success in resource development in the non-profit sector
- Demonstrated commitment to social justice, anti-poverty and anti-oppression
- Experience in project management
- Proven skills in staff and volunteer management
- Excellent oral, verbal, written, interpersonal, public relations and marketing skills
- Proven time management skills including ability to manage multiple projects and tasks with deadlines
- Excellent problem solving skills
- Strong planning and coordination skills
- Demonstrated knowledge of the Peterborough community
- Superior computer skills including CiviCRM or other fundraising software, social media, web based applications, MS Office, and Adobe Creative Cloud tools
- Demonstrated ability to work effectively in a team environment and independently
- Proven experience in community development and engagement processes

**MAJOR DUTIES:**

To work closely with CCRC’s fundraising committees, Executive Director, Leadership Team and staff, to:

- Raise community awareness and increase the profile of CCRC
- Develop and monitor fundraising and communications plans and goals
- Build and maintain positive donor relationships
- Support the design and implementation of strategic fundraising and communication strategies including direct mail campaigns, personal appeals, fundraising events, social media, and newsletters consistent with CCRC’s brand identity
- Oversee the creation of fundraising communications materials targeting donors
- Assist managers in marketing revenue generating services including fseap, Debt Management Programs and educational workshops
- Manage communication and fundraising staff and volunteers
- Build and support relationships with community partners
- Assist Leadership Team to manage CCRC’s social media and web presence including content curation and creation
- Prepare grant applications for summer students and agency-wide resources
- Assist Leadership Team in preparing applications for program grants
- Use fundraising software to track donors, manage relationships and generate funds
- Prepare reports and evaluations of fundraising goals and achievements for funders, donors, Leadership Team and board members
- Attend Leadership Team meetings and agency-wide staff meetings
- Adhere to AFP Code of Ethical Standards
- Other duties as required

**Approved by: Casey Ready  
Executive Director**

**Date: August 10, 2018**

**Revised by: \_\_\_\_\_ Date: \_\_\_\_\_**