



## **Fundraising and Communications Manager** Job Posting

CCRC (Community Counselling & Resource Centre) is a charitable, non-profit, community-based agency that has served the Peterborough community for more than 60 years. With 25 staff assisting over 6,500 households annually, CCRC helps people maintain and secure housing, strengthen relationships and gain control of their finances.

CCRC is seeking an energetic, people-oriented Fundraising and Communications Manager to enhance its sustainability through resource development, fundraising and communications.

Responsibilities in this role include building and maintaining positive relationships with donors; developing, implementing and monitoring fundraising and communications plans and goals; and raising awareness of CCRC's services and their impact.

The successful candidate will have a record of success in resource development in the non-profit sector, excellent interpersonal skills and proven strengths in staff and volunteer management. Strong communications skills, an understanding of local issues that contribute to poverty and housing instability and a demonstrated commitment to social justice are required.

Qualifications for this position include a relevant post-secondary degree, preferably with completion of some CFRE (Certified Fundraising Executive) requirements and a minimum of 3 years' experience in fundraising, communications and volunteer development. Also required are a demonstrated knowledge of the Peterborough community and superior computer skills.

The successful candidate for this position will report to the Executive Director and hold an important role on CCRC's Leadership Team. This position is 31.5 hours per week, beginning October 1, 2018. Starting salary is \$27.96 per hour.

Please see [www.ccrcc-ptbo.com](http://www.ccrcc-ptbo.com) under "About" for details.

Please apply in confidence to Casey Ready, Executive Director at [cready@ccrc-ptbo.com](mailto:cready@ccrc-ptbo.com). Applications are due September 6, 2018.

*We thank all applicants for your interest; only those selected for interviews will be notified.*

*A United Way Member Agency*