Job Posting - Fundraising Officer

closes Tuesday 11 April 2023 5:00 pm PDT

Title: Fundraising Officer

Job Purpose:
The Fundraising Officer is responsible for raising funds and building up resources to support refugee claimants by inviting individuals, groups, and communities to action and giving through the Kinbrace mandate.

Organization Overview:
The Kinbrace community welcomes refugee claimants with housing, education, and support. Located in Vancouver, BC, the Kinbrace community contributes to the welcome of refugee claimants across Canada.

The Kinbrace community is rooted in the Christian tradition, drawing its inspiration from the ancient summons to welcome those who are displaced with radical generosity of spirit and space. Daily, we are guided by the five core values of Welcome, Trust, Mutual Transformation, Celebration and Prayer. We strive, as a diverse community, to work and act in ways that lead to justice and dignity for all people seeking refugee protection.

Our dream for each refugee claimant is a world of welcome, a community of belonging, and a life of opportunity.

Learn more at www.kinbrace.ca

Position Overview:
The Fundraising Officer is responsible for developing and growing Kinbrace's annual peer to peer fundraising event - the Ride for Refuge. This includes event day planning and management, as well as cultivating and stewarding meaningful relationships with individuals, groups, and communities, resulting in an increase of resources (financial, in-kind gifts, volunteers, etc.). Prospecting, connecting, and inviting individuals, groups, and communities to meet the needs of refugee claimants with their giftings and resources through Kinbrace will be the main focus of this role. The Fundraising Officer will also be responsible for assisting the Philanthropy Lead in, stewarding our giving programs, managing our donor management system, and assisting in administrative tasks as needed.

The role of the Fundraising Officer relies on strong communication and relationship building with individuals, groups, and communities (including faith-based communities). Also, this role requires someone who is a self-manager, a creative problem solver, and a conceptual thinker with strong future orientation.

Position Terms:
30 hours per week
$30/hr
Benefit package starts after a three-month mutual discernment period for fit

Reports to:
Philanthropy Lead

Supervises:
Ride for Refuge Volunteers

Position Responsibilities:

- Ride for Refuge annual peer to peer fundraising event
    - Relationship management
        - Build Kinbrace's Ride for Refuge participant base
            - Promote Kinbrace's Ride for Refuge through schools, churches, other religious institutions, businesses, and personal / other networks
            - Recruit captains and participants to grow and support fundraising efforts
        - Solicit corporate sponsorship
            - Set sponsorship levels
            - Design and distribute sponsorship packages (work with Kinbrace graphic designer)
            - Identify potential sponsors and categorize to sponsorship levels
            - Engage and invite corporate sponsors
            - Steward relationships
        - Recruit, train, and manage volunteers
            - Identify needed roles and write volunteer job descriptions
            - Recruit and train volunteers
            - Recognize and celebrate volunteers

    - Event day management
        - Plan, manage, and implement annual event day (Sep/Oct)
            - Arrange, confirm, and liaise event venue
            - Complete Vancouver special event permit application
            - Organize and confirm any rentals needed
            - Plan and mark ride routes
            - Organize and manage start and finish lines
            - Organize emcee for event (if needed)

    - Introduce new ideas and/or strategies to amplify the effectiveness of Kinbrace's Ride for Refuge
    - Develop and grow the event

- Assist the Philanthropy Lead to manage and support Kinbrace's resource development program, including:
    - Financial Gifts:
        - Individual Giving
        - The Circle (Kinbrace's monthly giving program)
        - Major Gift Program
        - Giving Campaigns
    - Partnerships:
        - Foundations

        - Churches
    - In-kind Gifts
    - Donor stewardship
        - Prepare and mail appeals
        - Thank donors and communicate generously
        - Resolve issues
    - Kinbrace's donor management system
        - Develop and manage processes for capturing, storing, and analyzing donor information
        - Ensure accuracy of data entry and management

- Communications (social media, emails, appeal letters) for all fundraising efforts
- Complete other duties as assigned by the Philanthropy Lead

Skills:

Candidate Qualifications

- Exceptional communication skills (both verbal and written) including telephone manner
- Strong networking and relationship building capacity
- Proven donor relationship building skills with the ability to be tactful, diplomatic and manage confidential information
- Strategic and proactive thinking in all aspects of resource development
- Previous experience of fundraising is preferred
- Previous experience in event planning and management
- Strong data entry and administrative skills
- Possesses valid Class 5 BC driver's licence
- Some flexibility in schedule (occasional weekends and evenings)
- Comfortable with public speaking an asset
- Ability to work independently and with a team
- Knowledge of the refugee claim process an asset

Candidate Attributes

- Exemplifies, and actively lives into, the core values of Kinbrace: Welcome, Trust, Mutual Transformation, Celebration and Prayer
- Loves meeting new people and cultivating mutually transformative relationships
- Strong organizational skills and the ability to juggle multiple balls simultaneously
- Deep integrity and humility
- Self-starter
- Advocating spirit
- Pragmatic decision-maker and creative problem-solver
- Comfortable in interfaith settings
- Highly developed social intelligence
- Highly developed emotional intelligence
- Highly developed cultural intelligence

Working Conditions / Environment:

- Requires travel to various locations in BC's Lower Mainland
- One day a week in the Kinbrace office minimum

- Work from home other days
- Will require work on some evenings and weekends
- Attend, and lead (if comfortable) on a rotating basis, weekly staff prayer practices
- Attend Tuesday Community Dinner (once monthly, at minimum. This is paid staff time)
- Cook the Tuesday Community Dinner main dish, approximately once every 2 months
- Attend yearly Thanksgiving dinner (the Saturday before Thanksgiving)
- Attend yearly Kinbrace camping trip (Friday - Sunday at end of June)
- Attend weekly staff meeting

Interested in applying?

Apply with a cover letter and resume.

In your cover letter (maximum two pages), please:

- Reflect on Kinbrace's five Core Values (www.kinbrace.ca/our-values/).
    - Which core value resonates most with you and why?
    - Which core value feels distant or difficult for you to pursue and why?
    - Briefly discuss why these two core values (the one most resonant and the one most distant to you) matter in the context of forced displacement.
- Describe why you are applying and how you see yourself being a good fit for this role.
- If you have any experience with people who have lived the refugee experience, we would love to hear about it.

Checklist for your application:

- ❏ Cover letter (as above)
- ❏ Your resume
- ❏ Send to apply@kinbrace.ca
    - ❏ In the subject line write: Your Name, Fundraising Officer

Job posting closes at 5 pm (Pacific Time) Tuesday 11 April 2023.

Three references will be requested if you are invited to the interview stage.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.