

Fundraising & Development Manager

Application deadline: Oct 6, 2024 at 11:59pm PST.

About the Position:

The BC Civil Liberties Association (BCCLA) is a non-partisan national leader with a mission is to promote, defend, sustain, and extend civil liberties and human rights. Please visit [our website](#) for more information.

****If you are interested and see yourself in the role but don't meet all the requirements, we still encourage you to apply!****

This full-time role requires a talented project manager to lead BCCLA's grassroots donor fundraising. We are looking for a person with a passion for human rights and social justice, who is able to effectively communicate our systemic change legal work to the incredible donors that make that work possible. The right candidate will enjoy a variety of tasks including creating and writing fundraising campaigns and appeals, database management, data analytics, donor stewardship, and member outreach. This role also supports issue-based campaigns and public education efforts in unusual times of slightly higher intensity.

Reports to: Director of Engagement and Development

Supervises: Donations & Operations Coordinator

This position will work partially remotely and partially in-person from our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ/Selilwiltulh (Tsleil Waututh) nations. A laptop and remote access to all required platforms will be provided.

What We Offer:

Compensation: Salary is based on the BCCLA's Bargaining Unit Collective Agreement. The starting salary for this position is \$71,766 per annum.

BCCLA also offers a holistic and competitive work package:

- Unionized position
- Annual salary progression for all staff

- Comprehensive health benefits that include a personal Health Savings Accounts, as well as an extended health and dental plan for all staff, spouses and dependents.
- Life insurance, Long-term Disability Insurance, and AD&D for staff, family and dependents included within health benefits.
- Health benefits starting immediately and not dependent on completion of probationary period.
- 20 days of paid Annual Vacation, plus an additional 2 week December office closure.
- 13 Statutory paid days off every year.
- 24 days of paid Sick Leave, including 15 sick days, 4 family care days, and 5 personal wellness days.
- A generous parental leave policy including a parental leave top-up.
- Annual professional development funding for each staff.
- Team-wide professional development and training.
- Team-wide staff celebrations and staff appreciation.
- A family-friendly, child-friendly, and dog-friendly work environment that supports flexible work arrangements and time in lieu arrangements with an emphasis on work life balance.
- A workplace where your experience and voice are valued.
- A staff team of diverse backgrounds that is committed and passionate about civil liberties, human rights, equity and justice.

Application Process:

To apply, please email your resume and cover letter in one combined PDF to careers@bccla.org with the subject line “Fundraising & Development Manager” no later than Oct 6, 2024, at 11:59pm PST.

Applicants shortlisted for an interview might be asked to provide a professional writing sample of a direct mail appeal, or a fundraising drive or campaign they’ve worked on in the past. We don’t expect or require shortlisted applicants to produce a new piece for this purpose.

The BCCLA is committed to ensuring that equity, diversity, and inclusion are priority considerations, including in building a workplace that honours the particular experiences and expertise of communities marginalized through state violence and social oppression. The BCCLA strongly encourages applications from all qualified Indigenous people, Black people, immigrants and refugees, people of colour, working class people, and 2SLGBTQIA+ people. Applicants are encouraged to self-identify, should they feel comfortable doing so, in their cover letter and are invited to share how their lived experience would inform their approach and ethics in this position

Skills and Qualifications Required:

- Demonstrated success or experience in multi-channel fundraising;
- Understanding of and a passion for civil liberties and human rights;

- Experience in two or more of the following fields: donor and member stewardship, database administration, campaigning/non-profit advocacy, fundraising event management, or customer service;
- Clear understanding of ethical storytelling in a fundraising context; this position works with people experiencing marginalization and care must be taken to ensure their stories, experience, and expertise are shared on their own terms and with their informed consent when we call for action;
- Excellent oral and written communication skills in English;
- Understanding of Canadian Revenue Agency guides for charities.

Assets:

- Experience in knowledge translation from legal or other specialized fields into writing for a general audience;
- High level of familiarity and effectiveness with data and database management, Excel, mass email clients, online payment processors, and digital applications. Familiarity with NationBuilder;
- Experience supervising or managing staff and volunteers
- Experience managing projects, budgets, technical contractors, staff and/or volunteers;
- Lived experience of or experience (paid or volunteer) working on issues related to BCCLA's mandate;
Familiarity with Canada's Anti Spam Law, and British Columbia's Personal Information Protection Act.

Responsibilities:

Fundraising

- Manage all grassroots fundraising strategies; contribute to the strategic development of revenue via donor and membership stewardship and growth, with the Director of Engagement and Development.
- Manage four direct mail campaigns per year.
- Manage donor calling campaigns.
- Manage fundraising project budgets and relationships with mailing and calling contractors.
- Manage monthly giving program.
- Plan and execute crowdfunding campaigns as needed; create an ask strategy, segment donor lists, and maintain the online crowdfunding page in collaboration with the Communications and Outreach Manager.
- Support the Director of Engagement and Development in the writing and submission of grant applications and grant reporting.
- Other fundraising duties, as required.

Data integrity and financial management

- With support from Donations & Operations Coordinator, manage and oversee contact database, donation processing and reconciliation, data entry, credit card updates, tax receipting for charitable donations, and donor data security.
- With support from Donations & Operations Coordinator, manage and oversee the creation of donation processing procedures, consistent contact data entry and organization procedures, and integrity of email list and segmentation.
- Manage and support Donations & Operations Coordinator in processing donations and completing data tasks; train and supervise staff/volunteer data entry.
- Oversee and, when necessary, participate in the tracking and updating of grant and donation payment schedules and receivables.
- Analyze data and identify trends and opportunities.

Member and donor stewardship

- Manage membership program and renewals, and lead membership program strategy in compliance with governance rules.
- Steward monthly donors through monthly donor-specific engagement opportunities..
- Contribute to stewardship strategy development for current and potential major donors.
- Strengthen member and donor relationships through answering supporter emails, mail, and phone calls.

Events

- Support the Director of Engagement and Development in planning and executing major donor stewardship, fundraising, and cultivation events.
- Support the Communications and Outreach Manager in planning and executing public education events, membership events, and the Annual General Meeting.

Campaigns and Public Education Support

- Support the Communications and Outreach Manager in supporter action online campaign communications development.
- Support the Communications and Outreach Manager in day-of logistics for press conferences and media events.
- Support the Communications and Outreach Manager in developing communications materials including emails, social media posts and reports.
- Other Duties As Required