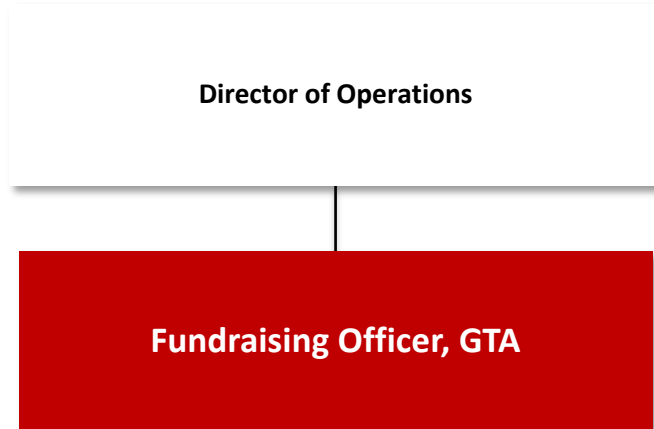


Fundraising Officer, GTA

Reporting Lines



<b>Department</b>	Fund Development	<b>Reporting to</b>	Director of Operations
<b>Salary Range</b>	\$50,000 to \$60,000 per year	<b>Term</b>	1 Year Contract
<b>Location</b>	GTA	<b>Working hours</b>	Full time: 37.5 Hours per week

About AFH Canada

With the world facing growing humanitarian needs, taking action for humanity has never been more important. We're on the ground in countries across the globe providing aid, building resilience and laying foundations for a better future.

Our interventions are built around the Humanitarian Development Nexus. When emergencies strike, we act and mobilise. We respond immediately to ensure the most vulnerable are protected, basic needs are met, and lives are saved. Our work is driven by immediate response and delivery, but we stay long after a disaster to help restore lives and recover communities. Our accumulated knowledge, effective delivery mechanism, and centralised model allow us to reach those in need, faster.

Responsibilities

Revenue Generation

- Implement AFH Canada’s strategic initiatives to generate revenue from the community
- Maintain existing donor relationships and partnerships, while seeking out major donors within the community

- Explore and develop new relationships and partnerships with the goal of widening the community outreach and increasing the number of new donors to AFH Canada
- Manage the stakeholder relationships by holding regular meetings, providing feedback on donations and exploring what AFH Canada can offer them
- Manage mosque and community relations
  - Organize Jummah or Taraweeh collections for campaigns.
  - Distribute material for specific campaigns at mosques and other gatherings (Ramadan, Qurbani, Emergencies)
  - Set up fundraisers at mosques and in the community to raise funds and awareness
- Engage with schools and universities to set up collaborative events and fundraising campaigns
- Respond to fundraising and other enquiries in relation to regional activities
- Utilize all regional and personal social media platforms to promote AFH Canada messaging, campaigns, activities and appeals

### **Volunteer Management**

- Build a regional volunteer team by recruiting, training and managing members
- Lead the regional volunteer team in planning and executing grass roots community events
- Lead regional volunteer team in executing larger AFH Canada events, challenges and tours
- Lead volunteer team to promote and obtain attendance at or with all AFH Canada fundraising events and initiatives
- Attend and network at local and AFH Canada events to build relationships, recruit for new volunteers

### **Events**

- Lead regional volunteer teams in managing events locally
- Represent the organization at AFH Canada and non-AFH Canada events
- Ensure that appropriate materials and equipment are available for events
- Loading, delivering and returning materials and equipment to and from functions
- Maintain supplies of fundraising/promotional materials at all times

### **General**

- Support the wider AFH Canada team in implementing any local programs
- Work with Donor Care to solicit for donations over the phone, follow up on pledges, and enter data in the CRM as required
- Any other duties as necessary

## **Our Values**

### ***Believe in the cause***

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

### ***Work together***

Teamwork is the backbone of our work's success.

**Give with grit**

Being a “gritty” person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

**Make life better**

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

## Job Requirements

<b>Education</b>	<ul style="list-style-type: none"> <li>Degree in a related field, such as Sales</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>2+ years’ experience of a working in sales, preferable within the charity sector</li> <li>Experience building relationships and networking within the community</li> <li>Experience organizing and leading events</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of the local community and good relationships with community leaders</li> <li>Ability to motivate and speak at events and conferences</li> <li>Strong organizational skills with the ability to prioritize and plan work, set and achieve deadlines</li> <li>Strategic thinker that can see the big picture</li> <li>Negotiation and influencing, with tact and diplomacy</li> <li>Interpersonal, written, and verbal communication skills</li> <li>Teamwork and collaboration, with the ability to inspire others</li> <li>Good competency with IT, including MS Office</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>Strong written and spoken English essential</li> <li>Knowledge of Arabic or Urdu desirable</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Driving license and access to a vehicle</li> <li>Have a flexible approach to work to accommodate events, conferences and work activity</li> </ul>

## Our Offer

- Competitive salary commensurate with experience and other qualifications
- Comprehensive medical insurance package
- Paid vacation, sick, and family days
- Employee awards and recognition
- Company investment in your career growth with paid training opportunities

If you are interested in this position, please email a cover letter and resume to [hr@actionforhumanity.ca](mailto:hr@actionforhumanity.ca) with the subject heading ‘Fundraising Officer’.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.