



Position: Fundraising Lead
Start Date: As soon as possible

Position Type: Full time 35 hours per week

About Us

Big Brothers Big Sisters of Waterloo Region [BBBSWR] is a leader in offering quality mentoring programs for children and youth in Kitchener, Waterloo, Cambridge and the surrounding Townships. Our Vision is that children and youth in our community have access to impactful, life-changing mentoring relationships.

The Role

We're looking for a Fundraising-Resource Development Lead to join our team who will report to our CEO. You are a natural relationship builder with donors and supporters. You will be responsible for identifying potential funding partners, maintaining stakeholder relationships and the execution of our fundraising events.

We're looking for someone who is inspired by the mission and vision of the work at Big Brothers Big Sisters and we're excited to add a new team member who will push our fundraising to the next level!

This Job Might Be For You If –

- You value making an impact on children and youth and creating social change in your community
- You are a self-starter, who works well independently and is driven by results
- You make donors, sponsors and partners feel valued
- You are comfortable using a donor database and other tools to aid in prospect research
- You are a passionate story-teller with honed communication skills and uses them to compel individuals to action
- You are a team player who thrives in collaborative environments
- You are highly organized and able to manage multiple priorities

Over-Arching Responsibilities –

- Develop, steward and deepen donor relationships; ensuring that the organization maintains effective communication between donors, partners and foundations on our efforts and achievements
- Execute fundraising events that engage our community members and support our programming efforts

Individual and Corporate Donors, Stewardship and Partnerships –

- Prospect potential donors and opportunities that coincide with Big Brothers Big Sisters mission and mandate
- Develop and maintain donors, sponsors and community relationships

Event Planning & Execution –

- Organize and manage our signature fundraising events [in conjunction with the Resource Development team]

- Identify and solicit event sponsorships through building relationships with community stakeholders to advance the mission and fundraising goals of the organization

What We Offer –

- Meaningful work
- Passionate team members
- Hybrid work model of 1-2 days in open concept office
- Casual dress code
- Flexible working hours
- Work life balance
- Opportunity to give back to your community

Qualifications/Competencies –

- Post secondary degree or diploma in communications, fund development, event management, professional designation or equivalent experience
- Well entrenched in the Waterloo Region community
- Demonstrated success in donor engagement and relations
- Outstanding verbal, written and computer-based communication skills
- Has a passion for philanthropy and an understanding of the power of storytelling
- 1 to 3 years of fund raising experience &/or in a Not For Profit setting
- Knowledge of special events planning and management
- Possess a valid driver's license as well as access to a reliable vehicle

How to Apply –

Please apply by sending your resume or CV to admin@bbbswr.org with the subject line "Fundraising Lead".

In the email please answer the following questions.

1. Why do you want to work for Big Brothers Big Sisters?
2. Tell us about a recent event or potential partnership meeting that you've been a part of and what you learned from it.