

Job Posting: Fundraising & Community Engagement Manager

Updated: May 16, 2022

Department: Fundraising

Reports to: Primary: Development Director

Salary: \$52,000- \$65,000 plus benefits

Schedule: 5 days per week (40 hours), year-round

Location: Vancouver/Vancouver Island, remote, with occasional work on Cortes Island or Full Time Cortes

ABOUT US

Hollyhock hosts meaningful experiences to inspire personal growth and social transformation.

We host over 100 programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, Homalco Nations; and as the current stewards of this land, we are committed to renewing our relationships with these First Nations peoples. Our campus boasts rustic accommodations, vegetarian buffet meals with local seafood, yoga, bodywork, a world-famous garden, hot tubs, and network of nature trails through towering cedar and douglas fir trees. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

We are excited to be adding a Fundraising & Community Engagement Manager to our team. Working closely with our Development Director, this role will focus on building engagement with donors and program alumni with the goal of growing annual donations and donor retention levels.

RESPONSIBILITIES

- Create and execute fundraising strategies to achieve or exceed annual fundraising targets;
- Lead donor cultivation and stewardship;
- Develop ways to enhance program participant and alumni experience, creating activities and events that increase engagement.

Fundraising

- Build relationships with donors and key stakeholders;
- Design and execute fundraising campaigns, including phone calls, paper mailing, and e-mails;
- Make direct, face-to-face requests for support, and assist senior managers and Hollyhock Board with their funding requests;
- Produce annual fundraising events;
- Lead donor stewardship, ensuring timely gift acknowledgement, donor appreciation, donor engagement;
- Leverage fundraising opportunities and seek new opportunities to raise awareness of Hollyhock's work;
- Support a decolonized approach to fundraising

Community Engagement

- Develop Initiatives to build engagement with participants and stakeholders
- Work with the Marketing Manager to share stakeholder stories to inspire and lead donor engagement
- Participate in the development of cohort/peer platforms for collaboration between gatherings.

Fundraising Administration

- Fundraising Data Management & Reporting
 - Track donor communications in CRM
 - Oversee Fundraising Coordinator in entry of donations and ensuring data integrity
 - Oversee Fundraising Coordinator in implementing donor stewardship tasks
 - Oversee Fundraising Coordinator in time sensitive matters such as sending out tax receipts.
- Review and update fundraising templates as needed

Scholarship Committee

- An integral member of our Scholarship Committee participating in the assessment and awarding of scholarships
- Assist in collecting scholarship and sponsor stories, conduct interviews and draft blog posts

Our Dream Candidate:

You are ready for a challenge. You are not scared about the role money plays in social change. With a warm openness, you are ready to explain why financial support is critical to our organization in email, on the phone, or face to face. You like a creative and thoughtful environment that will challenge you to be your best self. You want to learn, grow, and are ready to work as a key member of a team. You are an engaging and entrepreneurial person who can envision a plan and see it through.

Ideally you have...

- Completion of related post-secondary education, or equivalent combination of education and experience;
- 2-3 years of fundraising experience;
- Experience in event production and event fundraising;
- Superior verbal and written communication skills and proven interpersonal skills, including presentation and facilitation skills;
- Organized record-keeping with analytical skills;
- Proven ability to work under pressure and meet deadlines;
- Highly experienced with Google Drive: Docs, Sheets, Slides, etc.
- Experience with MailChimp, Canva, and E-tapestry an asset
- Graphic Design and Storytelling background is beneficial.

APPLY

Please apply by sending your resume and cover letter to: jen@hollyhock.ca

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.