

HOLLYHOCK

Position: Fundraising manager

Reports to: CEO

Term: Full-time (5 days and 40 hours per week), year-round

Location: Remote (Vancouver/Vancouver Island) with up to 1 week/Month work on Cortes Island May-October, or Full Time Cortes

Compensation: \$56,160- \$72,634 plus benefits

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. Our oceanfront Cortes Island campus, resting in the traditional territories of the Klahoose, Tla'amin, and Homalco Nations, offers rustic accommodations, nourishing meals, yoga, bodywork, a world-famous garden, newly renovated hot tubs and sauna, and nature trails through towering cedar and Douglas fir trees. We believe a diverse workforce strengthens our mission and we encourage applicants of all genders, ethnic backgrounds, sexual orientations, abilities, and life experiences to apply.

ABOUT THE ROLE

Fundraising is a critical function within Hollyhock - each year we depend on fundraising to support our programmatic offering and experience along with ensuring access to guests. We are excited to add a Fundraising Manager to our team. This role focuses on building engagement with donors and program alumni to grow annual donations and donor retention levels. The Fundraising Manager will report to the CEO and work closely with other key staff and Board members to design and implement effective fundraising and community engagement strategies.

ABOUT YOU

You have an entrepreneurial mindset, and strong interpersonal skills, with the ability to build and maintain relationships with donors, volunteers, and staff. You feel a passion for Hollyhock's mission and a commitment to personal growth and social transformation.

KEY RESPONSIBILITIES

Strategy and Planning.

- Work with the CEO to develop and implement a comprehensive fundraising strategy that aligns with Hollyhock's mission, vision, and values.

- Work with the CEO to Create annual and long-term fundraising plans to meet financial goals.
- Participate in strategic planning with senior leadership to align fundraising goals with organizational objectives.
- Provide recommendations to enhance fund development and communication processes.
- Liaise with Partnership Development Associate to ensure coordinated strategy with funders.

Fundraising

- Oversee all facets of the fund development program, including annual campaigns, individual giving, major gifts, planned giving and foundation giving, capital campaigns, and fundraising events.
- Research and identify potential donors and funding opportunities
- Develop and manage fundraising campaigns, appeals, and events.
- Cultivate and steward relationships with current and prospective donors through regular communication, personalized outreach, and engagement activities.
- Write compelling proposals, grant applications, and reports to secure funding.
- Ensure progress tracking, financial controls, and reporting systems are in place.

Leadership and Collaboration

- Champion fundraising and a culture of philanthropy throughout the organization.
- Ensure all fundraising policies and practices meet Canada Revenue Agency requirements.
- Collaborate with the Marketing and Communications team to develop and execute effective fundraising and communication strategies.
- Work closely with program staff to understand funding needs and create compelling cases for support
- Supervise Fundraising Coordinator

Donor Relations

- Develop and implement donor recognition programs to acknowledge and appreciate donor contributions.
- Ensure timely and accurate donor communication, including thank-you letters, impact reports, and updates.
- Build and maintain strong relationships with donors, ensuring a high level of donor satisfaction and retention.

Administration and Reporting

- Manage fundraising data, ensuring accurate and up-to-date records in the donor database.
- Monitor and report on fundraising performance, providing regular updates to the CEO and Senior Leadership.
- Prepare and manage the fundraising budget, ensuring efficient use of resources and achieving financial targets.

QUALIFICATIONS

- Bachelor's degree in a relevant field (e.g., Nonprofit Management, Marketing, Communications) or equivalent experience.
- 3-5 years of experience in fundraising, with a proven track record of achieving fundraising targets.
- Excellent written and verbal communication skills, with the ability to craft compelling messages for diverse audiences.
- Strong interpersonal skills, with the ability to build and maintain relationships with donors, volunteers, and staff.
- Highly organized and detail-oriented, with strong project management skills.
- Proficiency in fundraising software and donor management systems.

APPLY

Please send your resume and cover letter to: **jodi@hollyhock.ca**

This position is open until filled.

Only short-listed candidates will be contacted.