

### *Your Connection to Wildlife*

*As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position...*

## **Fundraising Campaign Assistant**

### **Overview**

The Fundraising Campaign Assistant (FCA) is responsible for assisting in the coordination and implementation of CWF's fundraising program to raise money in support of Canadian Wildlife Federation's conservation programs.

The FCA must work under the direction of the Fundraising Campaign Coordinator (FCC) and indirectly with the Chief Revenue Officer (CRO) to help coordinate operational activities related to the established fiscal strategic plan and schedule.

He/she must ensure all activities comply with internal processes, guidelines, and applicable laws and regulations.

The FCA will handle multiple administrative and clerical tasks assigned by the FCC and will update regular progress against the execution of the overall strategic plan/schedule to the FCC, maintaining established electronic documentation and hard copy folders and files.

The FCA will assist in reviewing artwork renditions/vendor proofs/vendor lives, online content recommendations for each campaign. This will ensure that final proofs are reviewed and approved and translated in time for date due for production. This will be done collaboratively with the FCC to ensure timely campaign deliverables.

The specific scope and duties will vary by the nature of each campaign and he/she will work closely with the FCC and the fundraising team to help execute the strategic fundraising plan.

### **Main Responsibilities**

- Participation and input for Campaign planning and scheduling
- Creating campaign schedules
- Maintain and update electronic file structures and hardcopy binder files for all Fundraising Campaigns
- In time, co-ordination of approvals, including translation requests
- In time, create and update campaign matrix/matrices
- Regular review and download of Raiser's Edge campaign statistics for team meetings.
- Coordinate and organize returned campaign mail
- Research as required
- Other administrative duties as assigned specifically assistance to donor relations

### **Education, Experience and essential skills**

- Post-secondary diploma in office administration or equivalent experience
- Experience in a fundraising environment a definite asset but not mandatory
- Experience in proof-reading and text editing in English and French
- Strong abilities in communication, excellent interpersonal skills
- Availability and flexibility
- Ability to set priorities and excellent time management skills
- Strong ability to work as part of a team and independently
- Strong organizational skills
- Knowledge Microsoft Office, email, internet, Microsoft Front Page; Adobe Acrobat software, Raiser's Edge database software
- Bilingualism – French & English (oral and written a definite asset);
- Digital/Social Media capabilities a definite asset

## **Core Competencies Required**

- Creative Problem-Solving & Decision-Making
- Initiative
- Interpersonal Relations & Respect
- Relationship/Network Building
- Self-Development
- Strategic Thinking
- Resilience
- Self-Control
- Service Orientation
- Values and Ethics
- Advocating for wildlife and their environment

**Location:** 350 Michael Copeland Drive, Kanata, ON

Interested and qualified applicants are encouraged to submit their resume and cover letter to [careers@cwf-fcf.org](mailto:careers@cwf-fcf.org) by August 25, 2019. Please quote position title that you are applying for in the subject line of your email. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in the Canadian Wildlife Federation.

### **AODA Statement for Offer of Employment**

Canadian Wildlife Federation “CWF” is committed to accessibility and to protecting the human rights of its employees. In support of this aim, CWF has implemented an accommodation process that provides accommodations for employees with disabilities. CWF will accommodate employees with disabilities up to the point of undue hardship.

The accommodation supports available to employees are laid out in our Accommodation Policy. If your acceptance of the terms and conditions of this Offer of Employment necessitates a specific accommodation because of a disability or a medical need, please contact the Human Resources Department. This ensures that the appropriate accommodations are in place before you begin your employment. Do not hesitate to reach out to the Human Resources Department if you require an accommodation related to a disability or a medical condition at any point during your employment with CWF.