



Job Opening: Communications /Fund Development Officer

Role: The River Institute is a non-profit, charitable organization that undertakes research, education and community action to protect and conserve the St. Lawrence River and other large river ecosystems. It works closely with the River Institute Foundation to generate support for its programs. The River Institute is currently recruiting a Communications/Fund Development Officer who will play a central role in connecting both the River Institute and the River Institute Foundation to the broader community through various communication and fund development activities. The incumbent will use a variety of communications platforms to maximize reaching target audiences, and will support fund development by preparing proposals and materials for special events and campaigns. Both aspects of the role focus on raising River Institute visibility and support within the St. Lawrence River community toward the goals of enhanced organizational growth and sustainability over the short and long terms.

The ideal applicant will be an organized and motivated self-starter with demonstrated knowledge and skills in communications and funding development.

Duties include:

Communications

- Coordinate and manage internal and external communications for the River Institute (memos, newsletters, annual reports, press releases)
- Coordinate the website (content development and management, updating, tracking and monitoring)
- Utilize platforms such as Mailchimp for monthly e-newsletters and donor news
- Develop video content for social media and web-based communications
- Write, manage, post and respond to social media content
- Liaise and handle media requests and advertisement creation
- Support ongoing development of the River Institute communications policies and procedures
- Assist in the creation of presentations and related graphics

Fundraising

- Assist in the implementation annual funding development strategies including special events
- Assist with the development (writing, formatting and submission) of grant applications
- Support donor stakeholder engagement by building and maintaining relationships with donors of all types

- Assist with donor stewardship activities and associated communications, i.e. letters, reports, and newsletters
- Identify and pursue new sources of corporate and foundation funding
- Assist the River Institute Foundation with the implementation of other fundraising approaches such as planned giving, online campaigns, gift cultivation, bequest solicitation and endowment programs
- Implement tracking tools and provide monthly reports on all grant submissions and donation requests
- Keep the donor database up to date
- Create and provide analysis and funding revenue reports on a regular basis, including reporting on trends, opportunities and areas of potential concern

Qualifications

The ideal candidate will have the following background:

- University degree or College diploma (3-year) with an emphasis or concentration in communication, marketing, public relations, digital media, business or fund development
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Graphic design capabilities (e.g. Photoshop, Illustrator, Indesign)
- Demonstrated ability to make presentations to diverse audiences
- Website management capacity (able to manage all backend operations Wordpress)
- Demonstrated proficiency with Microsoft Office, Power Point
- Experience using E-tapestry or other fundraising databases
- Ability to work flexible hours
- A valid driving license, use of a personal car and willingness to travel as required

Experience:

- A minimum of 2 years' experience in communications and fund development
- Demonstrated success in communications and fund development, including the ability to assess current priorities, workload, and resources, and establish action plans to ensure immediate needs are met while longer-term strategies, plans and actions are developed
- Experience stewarding donor programs; demonstrated ability to engage, motivate, and leverage stakeholders both internally and externally
- Proficiency and experience with donor database applications

Job Type: Initial 6-month (full time) contract with potential for renewal.

Starting salary range: \$20.43 to \$25.02 per hour depending on qualifications and experience.

Please submit via email a cover letter and resume, including the names and telephone numbers of three references to:

Attention: Christina Collard, Program Leader – Administration and Fundraising
River Institute
2 St. Lawrence Drive
Cornwall, ON K6H 4Z1
Email: ccollard@riverinstitute.ca

Please note that the competition may be extended until a suitable candidate is selected. We will consider all applications, however only those selected for an interview will be contacted.