



COWICHAN WOMEN AGAINST VIOLENCE SOCIETY

Posting Number: Internal/ External 2023-23

Posting Date: December 14, 2023

Closing Date: When the best candidate has been hired. Short listing of candidates will begin the week of January 2, 2024.

Position: Communications and Development Director

Reporting Relationship: Executive Director

Hours: 37.5 hours per week, Benefitted position

Location: 246 Evans Street, Duncan BC V9L 1P8

Start Date: Immediate

Hourly Wage: The starting salary for this position is \$85,000 - \$95,000, plus a comprehensive extended benefits package upon successful completion of probation.

For over 40 years, Cowichan Women Against Violence Society has supported women, children and families dealing with violence in Duncan and the Cowichan Valley. Our programs have expanded over the years to include transitional and emergency shelters with wrap-around services including victims services and poverty law advocacy. CWAVS is now poised to grow two new high-impact programs.

Preference will be given to candidates based in the Cowichan Valley; however, we will consider applications from Vancouver Island, with a demonstrated capability for working remotely.

POSITION SUMMARY:

The CDD creates and implements the Annual Development Plan in support of CWAVS and the individuals served. The CDD collaborates with the Board of Directors, Executive Director, and Program Director, to reach CWAVS' strategic and annual fundraising goals.

The CDD compassionately communicates the mission of CWAVS and develops relationships with donors and the community at large. Prospects and cultivates relationships with major donors, private foundations, and business partners. Networking outside of typical business hours will be required from time to time while representing CWAVS at various fundraising and networking events.

The CDD is responsible for maintaining an up-to-date website, writing media releases, and directing Social Media content and presence across all platforms. The CDD researches and writes grant proposals.

The CDD is the Chair of the Fundraising Committee and participates on both the Social Justice Committee and the Finance Committee. The CDD is the Supervisor of the Diversity, Equity and Cultural Program and the Fund Development Program.

**COUNSELLING--SOMENOS TRANSITION HOUSE—CHARLOTTE'S PLACE
HOMELESSNESS PREVENTION PROGRAM—VICTIM SERVICES--POVERTY LAW ADVOCATE
RAVEN'S NEST CHILD AND YOUTH ADVOCACY**

Registered Charitable Organization #118878339RR0001

246 Evans Street, Duncan, BC, V9L 1P8

(250) 748-7000 www.cwav.org Email: cwav@cwav.org



The CDD researches new and innovative ventures to support the sustainability and advancement of CWAVS programs and services. The CDD ensures CWAVS is compliant with governing rules and regulations for tax receipting, records keeping, privacy etc.

LEADERSHIP & PLANNING:

Design and execute the Annual Development Plan and Communications Plan in collaboration with the Board of Directors, Program Director, and Executive Director, encompassing cultivation of donors from initial gifts to sustaining donors, annual and major gifts, monthly gifts, third-party events, local business sponsorships, government grants and private foundation grants. Meet or exceed annual targets as delineated in the Annual Fundraising Plan.

Develop, implement, and manage fundraising policies, processes, best practices, programs, and strategies related to donor recognition and corporate partnerships.

COMMUNITY ENGAGEMENT:

Establish community awareness of the agency's mission, name recognition and branding. Maintain agency outreach through oversight of an active social media presence (website, Facebook, LinkedIn, and Instagram).

Ensure the CWAV website is functional and current. Oversee updates to the website as needed.

Create and produce fundraising materials, including brochures, direct mail, press releases, advertisements, newsletters, proposals, annual reports, correspondence, etc.

With the support of the ED and PD, develop and execute an effective partnership program to cultivate and maintain long-term event sponsors and strategic partners.

DONOR RELATIONS:

Develop and grow the organization's gift prospect pool. Identify, engage, and solicit individuals, families, and private foundations capable of making major gifts. Leverage current donors, board, and staff relationships to maximize development opportunities, including executing high-level solicitations.

Build and steward partnerships with local businesses and third-party event organizers. Leverage marketing and communications channels to effectively recognize partners, funders, donors, and event participants.

Personally manage a portfolio of current donors and sponsors, and conduct cultivation visits, solicitation calls and campaigns, and stewardship activities that set an example for the team.

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REPORTING & TECHNOLOGY:

Develop, oversee, and effectively utilize Canada Helps donor management software to accurately record prospect/donor activity and other relevant data in a timely fashion.

Timely and accurate processing of gifts, acknowledgments, and reporting on fundraising results.
Maintain current knowledge of CRA regulations and tax developments affecting gifts and tax receipting.

Complete monthly reports for the Executive Director, quarterly reports for the Board of Directors and Annual Report for the AGM.

GRANTS:

Research and write grants, with support from the Executive Director. Mentor staff in grant writing.

VOLUNTEER MANAGEMENT & SIGNATURE EVENT:

Initiate the planning and oversee the execution of CWAVS signature event and other donor events critical in engaging CWAVS's donors and supporters.

Work with board members, directors, event committee and volunteers to assist with fundraising efforts.

Perform other tasks, as assigned or appropriate to achieve CWAVS's fundraising goals.

QUALIFICATIONS:

- Demonstrated sincere interest and knowledge of current and historical issues of women's anti-violence work, MMIWG2S+, the Truth and Reconciliation Calls to Action, anti-racism and social justice.
- 5 years of non-profit fundraising experience or equivalent with a focus on individual and major giving.
- Proven track record of achieving annual revenue targets, using various creative strategies.
- Demonstrated ability to prospect, cultivate, and manage new accounts.
- Thorough understanding of all components of a diversified funding base.
- Exceptional interpersonal skills, including demonstrated ability to establish and cultivate relationships with individuals from diverse backgrounds. Capacity to work inter-culturally and build cross-cultural relationships with sensitivity.
- Exceptional verbal and written communication skills including comprehensive grant writing, case for support, and compelling description of the agency's mission and vision.

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- Demonstrated effectiveness in fundraising campaigns, individual donor solicitation and event planning.
- A high level of organizational ability and attention to detail are essential, as well as being goal-oriented, self-motivated, reliable, positive, flexible, articulate and poised.
- Commitment to professional ethics, and a clear understanding of privacy legislation, confidentiality, and the limits of confidentiality.
- Ability to work with a team in a feminist, trauma-informed workplace that is committed to reconciliation.
- Demonstrated personal integrity, sound judgment, donor service orientation, and sense of humour.
- Solid computer literacy including knowledge of Microsoft Office programs, Excel, Word, Outlook/Gmail, and Canva.
- Criminal Record Clearance.

Strong Assets:

- Proven experience with marketing, communications, presentations, and social media engagement
- Experience with a CRM database, including producing reports to support fundraising activities.
- Computer proficiency in Microsoft Office, WordPress and graphic design software.
- Experience with planning and executing successful fundraising events.
- Affiliation with a professional fundraising association

Ability to travel and possess a valid BC driver's license.

CWAVS is committed to uphold the values of equity, diversity, and inclusion. In pursuit of our values, CWAVS encourages applications from BIPOC, persons with disabilities, people of all sexual orientations and gender identities. We are seeking applicants who will work respectfully and constructively with differences and across all levels of power.

All individuals who would contribute to the further diversification of our organization are encouraged to apply.

To apply for this role, please send your cover letter and resume to Sally Beal, Office, and HR Coordinator at cwav@cwav.org . Please put your name and "Communications & Development Director" in the subject line. We sincerely thank you for your interest in this opportunity and will only contact those under consideration for the role.

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