

JOB OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

MDCC Fund Development Coordinator MI'KMAWEY DEBERT CULTURAL CENTRE

Position Overview:

The Mi'kmaewey Debert Cultural Centre (MDCC) Fund Development Coordinator will provide the leadership, strategic direction, management and coordination for all fundraising efforts at the future Mi'kmaewey Debert Cultural Centre. They will build support from individuals, corporations, foundations and other sources for capital, operating and implementation phase requirements. The Coordinator will work closely with the Executive Director of the Confederacy of Mainland Mi'kmaq and the Director of History and Culture to grow the financial resources of the future centre.

Responsibilities:

- Ability to independently initiate and implement the following activities:
- Designs, implements and manages fundraising activities including capital funds, operational support, and other project needs.
- Maintains a proactive and creative leadership role in the research and identification of opportunities for fund development.
- Creates office policy and protocols to support all information management including privacy and confidentiality requirements.
- Prepares (writing, with design as an asset) all fund development materials such as case statements, proposals and grants.
- Provides key logistical and content support to the Executive Director in building relationships with interested donors.
- Plans and coordinates major fund development events and other strategies that celebrate and grow support for the MDCC.
- Works closely with the MDCC Communications Officer to manage and implement the communication strategy for the MDCC.

Position Requirements:

- Familiarity with fund development strategies and practices as identified in the position's responsibilities.
- 3-5 years experience working with fund development or related field.
- Ability to work independently and as part of a team.
- Excellent written, presentation and verbal skills.
- Ability to work flexible hours including weekends and evenings.
- Proficiency with personal privacy legislation and confidentiality standards.
- Knowledge of digital platforms that support these responsibilities including, Microsoft Office and in particular Excel and Word, fund development software such as GiftWorks or similar, social media applications such as Facebook and Twitter, and related internet sites such as Big Online.
- Knowledge of and experience with Mi'kmaw history and culture are an asset.
- Bachelor's Degree and related training to demonstrate proficiency in these areas is required.
- Must be prepared to travel regularly throughout the year, possessing a valid driver's license and operating vehicle.

Start date (approximate): 12 August 2019

Term: full time, permanent pending funding

Salary: \$48,000 - \$52,000 annual salary plus benefits package.

APPLICATION DEADLINE: October 24, 2019 by 4:00 PM

Submit Resume to:

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We thank all applicants but only those selected for interview will be contacted.