



Sharing, protecting and exploring the stories and lives of our earliest ancestors and those who have come after them in Mi'kma'ki.

EMPLOYMENT OPPORTUNITY

MDCC Fund Development Coordinator

About the Mi'kmawey Debert Cultural Centre

The Mi'kmawey Debert Cultural Centre is a project mandated by all thirteen Mi'kmaw Chiefs in Nova Scotia and administered through The Confederacy of Mainland Mi'kmaq (CMM), one of two Mi'kmaw tribal councils in Nova Scotia. The future MDCC will be an experiential cultural centre that will anchor Mi'kmaw culture and heritage sectors with more than 60,000 annual visitors, integrating community outreach and knowledge with robust educational and public programming. Since 2002, all thirteen Mi'kmaw First Nations in Nova Scotia have repeatedly affirmed the MDCC project and its mandate to protect the Debert ancestral sites, to return Mi'kmaw collections from across North America and to develop visitor and educational programming. From its inception, the MDCC Elders' Advisory Council has guided the project.

Position Overview

The primary task of the **MDCC Fund Development Coordinator (FDC)** is to work with senior staff to coordinate fund development activities, including policy development, identification of individual, corporate and foundation opportunities, communications, and donor management. The FDC will work closely with the Executive Director, the Director of External Relations and the Communications Officer as part of an integrated fund development team. They will play a key role in the Capital Campaign as we work with the Leadership Team to raise 5M as part of closing a 12M fund development goal.

Overview of Responsibilities:

- Supports the Executive Director and the Director of External Relations with the design, implementation and management of fundraising activities as they become known and discovered, including annual giving, endowment and capital campaigns, special projects and other related solicitations.
- Supports all aspects of the capital campaign including donor research and identification with the Leadership Team, Campaign events, and Campaign communications.
- Cultivates and assists the Executive Director and Director of External Relations with the solicitation of key donors, working with the Chair/Co Chairs of the MDCC Leadership Team and other key volunteers.
- Maintains contact with and coordinates grant proposals for foundations and corporations with the Executive Director, the Director of External Relations and the MDCC Financial Officer.
- Supports the Executive Director to create and to distribute all fundraising development reports.
- Support the creation of the draft policies for fund development
- Manages donor and gift record-keeping.
- Coordinates fundraising development research activities.
- Manages the fund development database and all records, files, and gift processing.
- Ensures that all donors are appropriately thanked and receive regular communication by making donor stewardship a priority throughout the MDCC.
- Manages the pledge reminder and acknowledgement programs when appropriate
- Maintains membership with Big Online and Imagine Canada as appropriate.

PO Box 1590 / 57 Martin Crescent / Truro NS B2N 5V3 / (902) 603-1042 / www.mikmaweydebert.ca

| Acadia | Annapolis Valley | Bear River | Eskasoni | Glooscap | Membertou | Millbrook | Paqtnkek | Pictou Landing | Potlotek | Sipekne'katik | Wagmatcook | We'koqma'q |

Position Requirements:

This is intended to be a mid-level position that will accommodate entry or transition from a variety of fields including communications, partnership development, event management, education, or upper-level administration. Fund development approaches, protocols and strategies may be acquired during employment. You must have:

- Excellent written and verbal skills.
- Excellent organizational skills with a proven record of administrative or organizational capacity.
- Ability to independently initiate projects and activities.
- Ability to work independently and as part of a team.
- Ability to work with external partners in an appropriate and professional manner.
- Knowledge of and familiarity with Mi'kmaq culture and history, including experience working with Elders, knowledge carriers and practitioners.
- Knowledge of and familiarity with the not-for-profit sector.
- Experience with the Canadian Revenue Agency and charitable status is an asset.
- Ability to maintain client confidentiality and adhere to PIPEDA requirements.
- Ability to function within a Microsoft Office environment.
- Experience with relational databases and data management is an asset.
- Ability to work and travel to accommodate flexible hours, including evenings and weekends.
- A university degree in a related field or equivalent work experience.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Expected annual salary: \$50,000 per year. This is a permanent position that is structured as a contract position for the first year.

Application Deadline: Open until position is filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency***