



JOB OFFER

Fund Development Lead

Come join our dynamic feminist team! The [National Association of Women and the Law](#) (NAWL) is a not-for-profit organization dedicated to advancing substantive equality for all women in Canada through law reform, particularly at the federal level. NAWL's work addresses many areas of women's rights, including violence against women, reproductive justice, climate justice, and women's economic empowerment. In 2024, NAWL celebrates 50 years of feminist legal leadership and is proud to have had a major role in achieving significant milestones for women's rights, and for our advocacy to have impacted numerous laws and policies across the country. A key focus over the next two years will be to emphasize women's economic security and prosperity and ensuring that policies account for the unique challenges faced by low-income women, racialized women, and those living with disabilities.

Job summary

The new hire will ultimately be seconded to the National Association of Women and the Law Charitable Trust for Research and Education (the "Trust") and so will be responsible to the Trustees but will also report to NAWL's Executive Director in supporting the NAWL Trust's overall fund development program. The ideal candidate will be able to work both independently and collaboratively and have first-hand experience in non-profit fundraising and operations including donor engagement and stewardship, developing and executing strategic fundraising plans, prospect research, event planning, and other special projects.

This is a full-time contract with an anticipated start in January 2025.

Key Responsibilities

- Develop and implement comprehensive fund development strategies to diversify revenue streams to support long term sustainability
- Organize and implement special events and fundraising campaigns, such as an annual fundraiser, end of year appeal and planned giving program
- Develop a comprehensive donor stewardship strategy, with a focus on retaining major donors and developing our monthly donor program. Build and maintain positive relationships with donors and stakeholders.
- Manage and coordinate the NAWL Trust's donor database through data entry and maintenance to ensure accurate and timely record-keeping of donor profiles, interactions, contributions and receipting
- Engage in direct communication and stewardship with the NAWL Trust's donors, such as thank you cards, phone calls and contact information updates.
- Perform data analytic activities that demonstrates donor results and informs future campaigns and engagement strategies.
- Coordinate and facilitate innovative donor engagement activities that amplify all aspects of the NAWL Trust's work to attract new donors.

- Create and present an annual impact report that highlights our organization's achievements and progress to donors and funders.
- Raise money for programs, services, operating budgets, and capital needs.
- Develop donor reports and other relevant communication.
- Write proposals, case for support, and grant applications as required.
- Other duties as assigned.

Skills and qualifications

- Relevant post-secondary degree or an equivalent combination of education and experience.
- Minimum of five years of relevant professional experience
- Excellent writing skills in at least English or French (fluency in both languages an asset)
- Excellent speaking skills in at least English or French (fluency in both languages an asset)
- Excellent understanding of feminist issues and the social justice sector
- Strong understanding of philanthropic principles and best practices, with knowledge of major gift fundraising strategies
- Proven track record of successfully raising funds and securing grants and major donations
- Demonstrated ability to communicate and maintain relationships with donors, volunteers, and other stakeholders

Work environment and work conditions

- As a feminist employer, NAWL offers a 4-day workweek and the secondment to the Trust will mirror that
- Work hours are flexible
- Indicate in your application if you are based in, or willing to relocate to, the Ottawa region, and if you are able to work in-person at NAWL's Ottawa office two days per week.
- You may occasionally have to work outside of normal work hours (for example, evening meetings or events, weekend staff retreat).
- You may have to travel within Canada, unless it is not possible due to your circumstances

Compensation, vacations and benefits

- The salary range for this position is \$80,000 – \$85,000 annually, based on qualifications and experience.
- The NAWL Trust offers a competitive paid vacation package, including 20 paid vacation days annually and an office closure the last week of the year.
- Competitive benefits package.

Equal opportunity

the NAWL Trust values the unique skills and experiences each individual has to offer and we are committed to creating an inclusive and accessible organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with



Disabilities Act (AODA). If you require accommodation to participate fully in our recruitment processes, please let us know when we contact you.

The NAWL Trust is an equal opportunity employer seeking to live its values in all we do. We are committed to taking proactive steps to provide and create opportunities for historically marginalized groups. We seek applicants who will strengthen our commitment to diversity, equality, and inclusion. We strongly encourage qualified candidates from Indigenous, Black, and other racialized persons, 2SLGBTQI+ people, individuals with disabilities, and other members of marginalized communities to consider working with and for the NAWL Trust. We recognize that structural barriers shape experiences and job qualifications, and therefore we seek to use employment equity to evaluate candidates who meet the required qualifications.

If you are comfortable doing so, you are encouraged in your cover letter to identify as a member of an equity-deserving group.

Women and gender-diverse individuals often hesitate to apply when they do not meet 100% of the posted criteria. If you believe you would be a good match, please apply indicating your strengths and opportunities for growth, even if you don't have every skill we are looking for.

How to apply

Please submit your application via this link:

<https://pesceandassociates.talentnest.com/en/posting/194753/location/237106>

Please include:

- a cover letter of up to two pages explaining your most relevant experiences and how you meet the requirements for this position. If you are fluent in both official languages, you may submit a bilingual cover letter. In your cover letter, indicate where you are based and if you are available for an in-person or online interview.
- a complete CV
- two writing samples in English and/or French
- **Important:** Please ensure to include a writing sample as part of your resume file.

Applications will be received on a rolling basis and evaluated starting December 9th, 2024 and until the position is filled. If applying after January 1st, 2025, you may reach out to enquire if we are still receiving applications.

Candidates whose applications pass the screening process will be asked to do an evaluation assignment which may take the form of written work or a presentation. Additionally, an interview and reference check will take place.