

Internal

JOB  
OPPORTUNITY



Children's Aid Society  
La Société d'aide à l'enfance  
NIPISSING & PARRY SOUND



## Capital Campaign Manager

Temporary Full-Time

**SALARY: \$90,368 to \$106,514**

### SUMMARY:

We are looking for a passionate, result driven, dynamic individual to join our team in the capacity of Capital Campaign Manager (CCM). The above temporary full-time position is located in our North Bay office for a term of up to twelve (12) months. The incumbent will be responsible for creating a capital campaign fundraising strategy for the organization's upcoming re-development. The CCM will provide oversight of the work required to engage and expand the organization's donor base and increase contributed income and awareness for the purpose of capital fundraising. The CCM will collaborate with the Senior Management team and Board of Directors to develop and monitor revenue and expense plans by leading strategy development, outreach tactics, donor stewardship, acknowledgment and tracking for all fundraising initiatives. All actions are performed according to applicable regulations, Ministry standards and guidelines, and the vision, mission, values, and overall strategic direction of PARNIPCAS. This position is outside of the Bargaining Unit.

### SKILLS AND QUALIFICATIONS:

- Bachelor's degree in a related field.
- Previous capital fundraising experience.
- Local experience in fundraising, event management, sales, and/or marketing.
- Experience with donor database and event software.
- Strong computer skills and ability to use existing technology to achieve desired results.
- Proven experience in achieving fundraising or sales budgets and/or growing event revenues in a philanthropic environment.
- Passionate about fundraising in a mission-based organization.
- Experience in volunteer and project management.
- Demonstrated superior written and verbal communication skills.
- Strong leadership and presentation skills.
- Organized, energetic, goal-oriented, self-starter who strives for optimum results, resolves conflict, and promotes cooperation, commitment, and pride.
- Ability and willingness to travel and work some evenings and weekends as required.
- Ability to network efficiently and establish long-term relationships with donors and the community.
- Proficiency in upholding the principles and actions of equity, inclusivity, and diversity within the workplace and community.
- Understanding of business implications of decisions, and ability to align work with strategic goals.
- Proven ability to take initiative, work independently, manage multiple projects and deadlines in a fast-paced environment.
- Ability to maintain a high level of integrity, diplomacy, and initiative.
- Satisfactory Police Records Check and Provincial Child Welfare Check.
- Valid Ontario class 'G' Driver's Licence, and vehicle required.
- Bilingualism is considered an asset (French/English).

## APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: [hr.information@parnipcas.org](mailto:hr.information@parnipcas.org).



PARNIPCAS is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.

We are committed to having a workforce that is reflective of the diversity of our community and strongly encourage applicants from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Only those candidates selected for interviews will be contacted, however, we thank all applicants for their interest.