



## Job Description

### Fundraising and Administrative Assistant - Conservation Program

#### Organization

*Founded in 1939, Nature Canada's mission is to protect and conserve nature in Canada by engaging Canadians and by advocating on behalf of nature. Nature Canada's vision is a Canada where threatened species and their habitats are protected, common species remain common, the integrity of ecosystems is maintained, and Canadians embrace a culture of conservation in their everyday lives.*

#### Job Summary

This is a one-year term position that assists with grants and contributions applications and reports, and provides other administrative services to the Conservation Program.

#### Job Description and Duties

##### *Fundraising Planning and Management (50%)*

- Provides administrative and coordination services relating to grants and contributions fundraising
- Identifies grants and contribution opportunities
- Assists in the writing and preparation of funding proposals and reports to funders on conservation projects
- Ensures timely and accurate submission of proposals and reports to donors on the successes and achievements of our conservation projects
- Maintains accurate and up-to-date information on project finances and relationships with funders.

##### *Administration (25%)*

- Provides administrative support for conservation team activities, including travel bookings, scheduling of meetings, field trip logistics and provision of expenses information to the accounting team
- Supports recruitment and management of volunteers for conservation team work

### ***Planning and management (5%)***

- Coordinates planning and reporting relating to the strategic plan and operating plans for conservation team.

### ***Communications and Events (10%)***

- Coordinates engagement of conservation team in conferences, workshops, symposia, and other events relevant to conservation team, as requested
- Coordinates with the communications team on behalf of the conservation team to ensure that digital and print communications products for conservation projects are timely, accurate and consistent with Nature Canada's communications guidelines.

### ***Conservation Program and Projects (10%)***

- Coordinates responses to inquiries from members, donors and the members of the Public on conservation matters
- Supports conservation team in preparing evidence for Parliamentary committees or for legal actions, applications or interventions.

## **Management Structure**

Reporting to the Director of Conservation, supports delivery of activities of members of the Conservation Team.

## **Summary of Qualifications and Experience**

- Post-secondary education in a relevant field, such as fund-raising
- Two years experience working in development or related area for a charity or not-for-profit organization
- Solution-driven with a constant desire to improved operational efficiency and effectiveness
- Organized and detail-oriented with good writing skills
- Able to manage competing deadlines
- Bilingual French-English candidate preferred.

## **Submit your application to:**

Stephen Hazell, Director of Conservation and General Counsel  
300 – 75 Albert Street, Ottawa ON K1P 5E7  
[shazell@naturecanada.ca](mailto:shazell@naturecanada.ca)  
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