



# Donor and Partner Relations Manager

Full time | Ottawa

*This is a one-year position with possibility for renewal.*

## THE OPPORTUNITY

Nature Canada has always been about the love of nature, but we are at a moment in history when science is clearly telling us that we are undermining the conditions of life on Earth. We aim to be a part of reversing that trend and need a teammate who will work with our donors and partners to give them the opportunity to be a part of the solution.

We are looking for a candidate to develop and implement our major gifts strategy. Someone who will bring all their creativity and passion to the challenge; someone who is a facilitator of philanthropy, a connector of people. A successful candidate will understand that our donors are the real heroes in our story and we enable them to fulfil their dreams through giving to Nature Canada.

This job will provide support and leadership to our Women for Nature program. More than a giving circle, Women for Nature is a powerhouse of potential for our campaign goals. This diverse network works with Nature Canada to improve environmental policy in Canada and we want to ensure we have a consistent point person to support and engage them, strategically and respectfully.

This is an exciting position that involves building relationships across the country. While primary outcomes will be fundraising, there is also a campaign element to the job and we are looking for someone who will be able to see the key moments when our wider community can be engaged in various ways to help advance the strategic goals of Nature Canada.

## ORGANIZATION

Nature Canada connects the dots between local action and systemic change. For more than 80 years, we have been Canada's voice for nature. We work to ensure that solving the biodiversity crisis is a government priority. We advocate on behalf of other species for habitat protection and good policy. We facilitate mobilization among our extensive



network of partners and individual nature-lovers to achieve our shared goals and generate the political will for needed transformation.

## **JOB SUMMARY**

This position is right for you if:

- You understand the motivation of donors and their giving potential
- You can develop strategy with reasonable financial and engagement goals based on data
- You connect with people and can communicate in a way that fosters a connection with the organization
- You have strong writing skills and know how to personalize with style
- You have knowledge of and interest in climate and conservation issues in Canada
- You have database skills (especially Raiser's Edge or Salesforce).

## **DESCRIPTION OF DUTIES**

As the longest-standing nature charity in Canada, we have a deep history of supporters, with more coming along all the time. We want to augment our successful annual giving and legacy programs by adding capacity for a more personal touch. Your job would be to develop the strategy, do the research, develop and manage relationships and solicit gifts. We would also rely on you to ensure we are properly thanking and honouring our major donors. The goal of the position includes securing funds for the organization by developing a group of donors and working to convert and retain as many as possible in their giving and involvement.

Your duties include development of an engagement strategy for our network of Women for Nature, including both fundraising and campaign goals. Working with our Campaign and Policy team to keep abreast of developments on issues of interest for both our donors and our Women for Nature circle, you will help us to make strategic connections at key moments. You will help us to recruit new members from diverse geographies, communities and sectors and support them in their journey with us.

The position is based in Ottawa, where we hope to one day return to our office space on Bank Street. This position joins a team of development professionals, reports to the Director of Development, with close collaboration with the Deputy Executive Director.



### **Summary of Qualifications and Experience:**

When assessing your application, we will look for

- Relevant higher education or life experience
- Fundraising experience in major gifts and personal solicitation of gifts
- A people-person who is outgoing and friendly with strong listening skills
- Some knowledge base in conservation, forests, environmental advocacy or related
- A strategic instinct that can see the opportunities for connections to be made
- Experience using a CRM, tracking and maintaining database information
- Strong time management skills, ability to juggle multiple projects at the same time
- Strong verbal, written and digital communication skills
- Ability to travel
- Fluency in French a strong asset
- Commitment to the mission, values and work of Nature Canada, including equity, anti-racism and reconciliation

### **SALARY**

The salary for this position is \$75 000/year, depending on experience. This is a one year position with possibility for renewal.

### **TO APPLY**

To apply for this position, please send a CV highlighting your relevant skills and a one-page cover letter describing why you want this job to [info@naturecanada.ca](mailto:info@naturecanada.ca) with "Donor and Partner Relations Manager" in the subject line.

Deadline for applications: Posting will remain active until position is filled.

No calls please. We thank all candidates for their interest, but we will only contact those selected for an interview.

We encourage applications from members of equity-seeking groups. Nature Canada is committed to a workplace free from discrimination, harassment and intimidation where everyone can participate safely, freely and confidently.