

## Partnerships and Resource Development Officer

Employee, 40 hours per week  
Reconciliation Canada, North Vancouver, BC

### Main Functions

Born from the vision of Chief Dr. Robert Joseph, Gwawaenuk Elder, Reconciliation Canada is a charitable nonpartisan, national initiative that promotes reconciliation by engaging Canadians from every part of society in open and honest dialogue and transformative experiences that revitalize relationships among Indigenous peoples and all Canadians.

The Partnerships and Resource Development Officer is a proactive, team-oriented individual with a passion for the mission of Reconciliation Canada (RC). This role is responsible for the identification and cultivation of strategic relationships for RC and for resource development to enable the successful implementation of RC initiatives

**Position Type:** Employee (40 hours per week)

**Location:** Reconciliation Canada Office at 1999 Marine Drive, North Vancouver

**Start Date:** August, 2017

**End Date:** December 31, 2019 (with possibility of extension)

**Reports to:** Director of Partnerships

### Deliverables & Duties

- Design, develop and implement fundraising plans that achieve the fundraising objectives of Reconciliation Canada
- Collaborate with Leadership team to develop budgets, proposals/grant requests and negotiate with prospective funders/partners to ensure collective needs are met and clear understanding in place; including funder requirements.
- Cultivate and document a robust pipeline of partners and funders that enables the achievement of fundraising goals, following established procedures for tracking and qualifying prospects and for recording and reporting proposal progress, ensuring that communications, contacts, correspondence, and actions are recorded enabling continuity in relationships.
- Maintain and grow RC's individual donor database (including donation tracking and data entry, reporting, and donor stewardship) to build a strong base of donor support
- Prepare reporting as required including: RC's tax receipts, funder reporting, etc.
- Manage and oversee a team of staff and/or volunteers
- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness

### Skills & Experience

This is an extraordinary opportunity for an individual with partnerships and fundraising experience to grow and further develop an initiative on a national level that has already made significant impact in BC. The successful candidate will partner with the Leadership Team, and work collaboratively with a high-performance staff team.

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*Together, we can achieve a shared understanding, shared resilience, and a shared tomorrow.*

- Minimum Bachelor degree with at least 3 years of experience, to include non-profit and fundraising activities
- Knowledge of fundraising best practices
- Ability to communicate confidently and effectively with coworkers, partners, prospects and high-net-worth partners; must have especially strong written, oral, and listening skills
- Strong planning and organizational skills with the ability to prioritize tasks to achieve goals in a timely manner
- Demonstrated experience leading teams of paid staff and volunteers
- Experience with project management and event organization
- Excellent attention to detail
- Action-oriented, entrepreneurial, flexible, and innovative approach to fundraising
- Demonstrated talent for understanding, respecting and supporting diversity
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

**To apply, please send your cover letter and resume to [cristina.chihaia@reconciliationcanada.ca](mailto:cristina.chihaia@reconciliationcanada.ca) by Monday, August 21st, 2017.**