



## **CAREER OPPORTUNITY: National Fundraising Officer**

### **Overview:**

The Ukrainian Canadian Congress (UCC) is seeking a dynamic and highly motivated individual with a broad set of skills to execute the fundraising plan for Canada's national voice of the Ukrainian Canadian community and for the UCC Charitable & Educational Trust.

Reporting to the CEO, the National Fundraising Officer is responsible for advancing the mission of the Ukrainian Canadian Congress by fostering strong relationships with current and potential individual and corporate donors. They will work closely with the UCC Fundraising committee to develop and advance UCC campaigns, maximizing the revenue potential of special events, sponsorship and advertising.

### **Key Responsibilities:**

- Manages and implements national fundraising strategy.
- Lead planner of fundraising events, ensuring adhesion to best practices and compliance with CRA regulations.
- Provides recommendations to Board of Directors and its committees on fundraising.
- Oversees donor recognition program, including individuals and corporate.
- Develop philanthropic relationships and build affinity for UCC
- Logistical (creative, copywriting) and strategic (budgeting, planning, goal-setting) management of the UCC's direct mail activities
- Preparing fundraising reports
- Strategic implementation of online donations as an annual giving revenue stream
- Additional project management support, including major special events from time to time

### **EDUCATION AND EXPERIENCE:**

- Minimum of two (2) years related experience in fundraising and/or marketing.
- Related post-secondary education with strong knowledge of the non-profit sector.
- Working towards CFRE designation.
- Demonstrated track record to meet fundraising targets through exemplary relationship building and donor acquisition.
- Experience with donor, volunteer and event management.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- A passion for the Ukrainian Canadian community.
- Effective donor management and stewardship practices.

- Strong planning and organization skills with the ability to translate plans into action. Ability to effectively prioritize activities effectively.
- Strong written and verbal communication skills with the ability to make strong and compelling presentations.
- Excellent interpersonal skills. Is open, approachable, tactful and politically sensitive. Possesses the ability to work with a wide variety of personalities and situations.
- Skilled relationship builder.
- Takes initiative and able to work independently.
- Excellent administrative skills with the ability to follow through effectively.
- Thrives under pressure and multiple deadlines.
- Ability to provide effective leadership and motivation to volunteers.
- Strong computer skills, including the Microsoft Office suite of products and database management. Database experience is desirable.
- Willing to work flexible hours, evenings and weekends, and travel, as required.
- Flexibility to work from home.
- Must be fully fluent in English, strong preference for Ukrainian fluency.

**Location:** Flexible within Canada. UCC Offices are in Winnipeg and Ottawa.

**Remuneration:** Commensurate with experience (including a benefits package).

Applicants should submit their resume along with a cover letter in confidence by e-mail to Ihor Michalchyshyn, UCC CEO to [nationaloffice@ucc.ca](mailto:nationaloffice@ucc.ca).

We thank all applicants; however, only those selected for an interview will be contacted.

**Please apply by Jan 31, 2022**