



Ka Ni Kanichihk Inc.
Employment Opportunities
Fundraising and Campaign Coordinator
Full-time Position (40 hours per week)

Ka Ni Kanichihk Inc. is a nonprofit, community based; Indigenous lead human services organization that provides a range of Indigenous identified programs and services that focus on the wholeness, wellness and that builds on the strengths and resilience of Indigenous People.

About The Role

This is an exciting time at Ka Ni Kanichihk as we look forward to expanding our facility and our impact in the community. We are looking for a mission-driven person to join our team as the Fundraising and Campaign Coordinator. This is a new position and critical to the \$7-million capital campaign, with the opportunity to move into ongoing fundraising to help Ka Ni Kanichihk provide services for the community. The position has opportunities for growth and leadership.

Reporting to the Executive Director and working closely with the capital campaign team, this position is responsible for assisting the campaign efforts, the committees and cabinet, and performing overall administrative and coordinated tasks related to the campaign. Evening and weekend work may be required.

Responsibilities

Campaign Support

- Assemble campaign kits and other information necessary for campaign volunteers.
- Handle meeting arrangements; take minutes; circulate appropriate background information.
- Produce communication for donors and potential donors.

Donor relations

- Ensure appropriate gift acknowledgement, including contribution receipts.
- Coordinate tailored communication with donors.
- Process donations according to established procedures.
- Manage a database of donors and prospective donors related to communications, tracking contact activity and contributions.
- Maintain an electronic and paper filing system and provide general administrative support.

Communications

- Coordinate marketing and communications material development, including website, brochure, newsletters and advertising.
- Coordinate fundraising communications including the letters, newsletter, volunteer updates.
- Field internal marketing design requests and manage timelines and outcomes.
- Source success stories and conduct interviews to be used for Ka Ni Kanichihk communications.
- Write, edit and proof communications.

Funding opportunities

- Identify potential government, foundations and corporate funding sources.
- Coordinate, write, prepare and submit funding applications for government, foundations and corporate grants.
- Manage grants received and ensure reports are submitted in a timely manner.
- Maintain communication and positive working relations with funders.



What You Bring

- Post-secondary Degree or Diploma in a related field and or 2 years related experience and/or combination of related education and work experience.
- Proven ability to foster community relationships and fundraising opportunities.
- Demonstrated fundraising and grant writing experience.
- High degree of independence and initiative.
- Strong oral and written communication skills, and strong interpersonal skills.
- Good organizational and time management skills.
- Superior computer skills with MS Office software, particularly Word, PowerPoint, Publisher, Excel, Outlook and very conversant with social media platforms.
- Communications and marketing experience an asset.

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Self-Check, valid driver's license, access to a vehicle and a clear driver's abstract.

Ka Ni Kanichihk is committed to achieving employment equity, therefore encourage applicants to self-declare in Cover letter if Indigenous (*First Nation includes Status, Treaty or Non-Status, Metis and Inuit*).

Cover Letter and Resume for this position will be received up to **August 19, 2019 at 4pm.**

Please forward your Cover letter and Resume to:

Human Resource Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, MB R3A 0B5
Fax # (204)953-5824
Email: HR@kanikanichihk.ca

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.