



About Brampton Library

Bring your skills and experience to the Brampton Library and join a growing team that is committed to enriching the lives of over 600,000 Brampton residents. Working with more than 175 distinct ethnic backgrounds, we promote literacy, and provide access to recreational materials and information in a welcoming environment that reflects Brampton's diversity, embraces and celebrates our differences, and inspires connections among our staff, customers, and communities.

Position Title:	Fund Development Specialist
Location:	Brampton, Ontario
Job Type:	Regular, Full-time
Job Term:	Temporary
Contract Length:	3-Year (potential for permanency)
Anticipated Start Date:	October 2024 or sooner
Salary Range:	\$85,000 – 100,000 /year
Job ID:	48-2024
Posting Status:	Open
Closing Date:	July 19, 2024 at 4:30PM

HOW TO APPLY

Submit your resume, external application for employment along with an up-to-date cover letter to our email careers@bramlib.on.ca. You can also choose to deliver the application in person or fax us at (905) 453-0810.

Candidates will participate in one or more panel interviews. All aspects of the recruitment and selection process including recruiting, interviewing, selection, promotions, compensation and development will be conducted in a fair, consistent and non-discriminatory manner.

The candidates whose profiles most closely matches the identified job requirements will be selected to proceed to the screening stage. Hiring for all new and vacant positions, transfers and promotions will be determined on the basis of education, experience, skills, knowledge, ability, and overall qualifications required to successfully meet the expectations of the position. Candidates who are successful during the screening stage will then be asked to participate in an interview(s) and other job related assessments. The successful candidate will receive a conditional offer of employment followed by an offer of employment based on successful completion of reference checks, and at your expense, a current Criminal Record Check, Criminal Record and Judicial Matters Check, or a Vulnerable Sector Check acceptable for employment at the Library.

THE OPPORTUNITY

Reporting to the Chief Executive Officer, the Fund Development Specialist will coordinate the building of a robust fundraising program, employing metrics and moves management techniques to track and secure gifts from individuals, foundations and corporations. The ideal candidate will be an experienced fundraising professional who is a relationship builder with business acumen. This role requires an innovative and strategic thinker who is flexible and excited by the opportunity to create and implement a strategy to contribute to the growth of Brampton Library.

THE IDEAL PROFILE

Education:

- Related University or College degree (Business Administration, Commerce, Public Administration) preferred; various pertinent combinations of education and experience will be considered.

Experience:

- Minimum of three (3) years' of demonstrated experience in fund development with demonstrated success in soliciting gifts of significant value.
- Member of the Association of Fundraising Professionals is an asset; Certified Fund Raising Executive (CFRE) designation is preferred.
- Demonstrated hands-on experience designing and managing successful fundraising and direct marketing campaigns.
- Experience in capital campaigns.

Skills & Abilities:

- Exceptional oral and written communication skills with a demonstrated ability to influence and work collaboratively and effectively with a broad spectrum of internal and external members.
- Strong interpersonal and relationship building skills with the ability to effectively gain the respect and support of various stakeholders, including, donors and community members.
- Energetic and self-directed, with effective time management and organizational skills including the ability to deal with several priorities at the same time.
- Knowledge of federal and provincial legislation affecting charities, management of volunteer resources and Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code.
- Demonstrated skills with computers and relational donor databases; proficiency with Customer Relationship Management (CRM) databases and design experience considered an asset.
- Adhere to organizational values, policies and code of conduct.
- Ability to work autonomously and as a member of a team in a fast-paced, high volume and professional environment, managing multiple priorities.

- Ability to travel frequently between library branches and other locations within Brampton based on operational requirements, schedules, and projects during the weekdays and including occasional weekends.
- Ability to promote awareness, understanding and compliance with the Inclusion, Diversity, Equity & Accessibility (IDEA) Policy and assist in developing initiatives that make the workplace and service delivery more diverse and inclusive by identifying and addressing any barriers.

OVERVIEW OF MAJOR RESPONSIBILITIES

Plan Fund Development Activities

- Create a fund development plan which increases revenues to support the strategic direction of the organization as part of a steering committee, along with the CEO, Community Engagement and Partnerships department and the Director of Business Management and Operations
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.

Organize Fund Development Activities

- Develop and coordinate various fundraising activities to support strategic projects identified by the Senior Management Team.
- Develop policies and procedures for fund development which reflect ethical fundraising practices.
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization.
- Collaborate to identify and develop corporate, community and individual prospects for the organization's fundraising priorities.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Collaborate to coordinate events, mailings and social media activities to achieve fund raising goals.
- Monitor and provide recommendations on expenditures to support fund development activities.

Promote the Organization

- Foster an understanding of philanthropy within the organization.
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.

- Coordinate the design, printing and distribution of marketing and communication materials for development efforts.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

General Administration

- Ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Canada's Anti-Spam Legislation, and ensure compliance in the distribution of materials.
- Demonstrate integrity, collaboration and stewardship.
- Performs other related duties as assigned.

Effective Working Environment

- Collaborates with various Library functions and staff to coordinate the fund development function in the library.
- Provides expertise/advice to regarding fund development strategies to internal stakeholders; monitors emerging practices in fund development.
- Builds support for fundraising goals/objectives by communicating expectations and rationale and by monitoring and measuring work and outcomes in fund development; looks for daily opportunities to highlight the connection between overall strategy and day-to-day activities.
- Works to inspire commitment across the organization using effective communication strategies, technical expertise, tools and approaches.
- Participates in the fostering of a learning culture within Brampton Library and one that embraces change, innovation, new trends and industry developments.

Communicates Effectively/ Customer Service

- Demonstrates a high level of customer service.
- Participates in fostering team work within and across service units; participates on Library cross-functional project teams to lend skills, competence and technical knowledge.
- Provides specialist technical and strategic communication advice and input to key corporate initiatives and projects.
- Communicates and supports key internal business partners, inclusive of problem solving and troubleshooting support.
- Collaborates and proactively works with external partners, including consultants/advisors, technical support, City staff, government agencies and other suppliers, as required.
- Researches, prepares and submits recommendations, reports, statistics, and budget requirements necessary to the planning, development and maintenance of fund development services across the system having regard to changes, trends and regulatory requirements.

- Provides a high degree of confidentiality and security around information provided to produce content for Management and Board, and other sensitive information sources where information is developed prior to staff/public release.

Promotes and Complies to Health and Safety

- Adheres to health and safety legislation
- Responsible for health and safety of self ensuring a safe work environment.

BENEFITS

We offer an attractive and competitive compensation package that includes Ontario Municipal Employees Retirement System (OMERS) pension plan, leave of absence benefits and an Employee Assistance Program.

THE NEXT STEPS

If this opportunity matches your interest and experience, please email your résumé, cover letter and application to our Human Resources Team, quoting reference #48-2024, to careers@bramlib.on.ca. Applications for this role will be accepted up to 4:30pm EDT on July 19, 2024.

The Brampton Library is an Equal Opportunity Employer. We are committed to employment equity and diversity, including an inclusive barrier-free recruitment and selection processes and work environments. Brampton Library invites applications from all qualified individuals. The Library welcomes applications from racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

Accommodations are available on request for candidates taking part in all aspects of the selection process. Please email careers@bramlib.on.ca for any questions and concerns regarding application and accommodations. Any information received relating to accommodation measures will be addressed confidentially.

As part of the application process, the Brampton Library Human Resources Division collects personal information under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. All personal information collected by the Brampton Library as part of the application process is confidential information and will be treated as such. Safeguards are in place to protect the information. The information is used to verify eligibility to work for Brampton Library, assess application trends, and inform the development of enhanced future recruitment processes and programs. Brampton Library shall not collect more personal information than is required in order to satisfy these purposes or for a consistent purpose. Personal information will be disposed of in compliance with established Records and Information Management policies and procedures and in a secure manner that prevents loss, misuse, theft, or unauthorized access. Questions about this collection can be directed to Franka Mohammed- Human Resources Advisor, Human Resources Division at 65 Queen Street East, Brampton, Ontario, or by telephone at 905-793-4636.