



Job Description for Partnership Development and Communications Officer

Salvaide is currently seeking a Partnership/Donor Development and Communications Officer to be hired on a 6 month contract with possibility of extension.

Background on SalvAide:

SalvAide is a registered Canadian Charitable Organization composed of a network of communities and supporters in Canada dedicated to fostering social and economic development in solidarity with the people of El Salvador. Incorporated in 1985, the organization is recognized by its partners and supporters for its sustainable, egalitarian, community-based work in El Salvador. In solidarity with private and public foundations, unions, faith-based organizations, bilateral and multilateral donors, SalvAide's programming has included: strengthening and empowering civil society actors (i.e. youth and women's leadership), and supporting community-based social and economic development initiatives (i.e. sustainable family farming, and micro-credit). In addition, SalvAide aims to develop Canadian awareness through its twin communities and delegations, and operates an urgent action network in the cases of natural disasters and human rights abuses in El Salvador.

Job Summary:

SalvAide is seeking a Partnership Development and Communications Officer to create and implement a fundraising and communications strategy. The key objectives of this position will be to:

- 1) Identify strategic partnerships for SalvAide, create and implement a new fundraising approach with these partners
- 2) reinvigorate our major-gift donor program and diversify SalvAide's funding sources;
- 3) help SalvAide develop a business model for a sustainable future;
- 4) create and implement a communications plan that helps increase Canadian awareness about SalvAide's important mandate in El Salvador.

Responsibilities and Tasks:

Strategic Partnerships and Support-Raising:

- Research and identify strategic partnerships with private and public donors (i.e. corporations, foundations, bilateral agencies etc)
- Create and implement a partnership/fundraising approach for SalvAide which includes funding diversification and the reinvigoration of our major gift donor program
- Exploring different business models to help SalvAide create a sustainable funding model for the future

Communications and Outreach:

- Create and implement a communications plan that is geared towards the diversity of SalvAide's supporters, and uses social networking tools
- Develop templates for SalvAide's communications tools

Candidate Profile

Education

University or college degree with focus on fundraising or socially responsible marketing

Or

Certificate in fundraising

Experience

Three to five years of fundraising experience with demonstrated results and success

Three to five years of communications experience with demonstrated outcomes

Language

English essential position

Spanish and French considered strong assets

Knowledge

Extensive knowledge of the donor landscape in Canada and how it relates to Latin America

Understanding of the international donor landscape outside of Canada

Knowledge of fundraising databases

Knowledge of monitoring and evaluation methodologies

Understanding or willingness to learn about international development in El Salvador

Competencies

Excellent written and oral communication skills, including the ability to engage a wide range of audiences

Strong interpersonal, leadership and networking skills

Initiative, sound judgment and flexible team player

Ability to think and act in a strategic, innovative and creative manner

Awareness of and sensitivity to individual, gender and cultural differences

Remuneration:

To be discussed with short-listed candidates

Location is flexible but successful candidate must be available to attend for monthly meetings in Toronto.

Interested and qualified candidates should email a “statement of interest,” cover letter and curriculum vitae to Laura Haylock (salvaide@web.net) with the email subject line Partnership Development and Communications Officer by May 21st. We plan to hold interviews the May 25-27th so please note your availability during this time.

We thank all applicants for their interest, but only those who are selected for an interview will be contacted.