



## DIRECTOR OF FUNDRAISING

### QUALIFICATIONS/SKILLS:

- A minimum of two years' experience serving on a Board in a leadership position
- Experienced in developing and implementing fundraising initiatives
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Knowledge of the Jamaican Canadian Association, including its history and organizational structure is an asset

### TERM:

The Director of Fundraising is elected to serve for a one-year term

### REQUIREMENTS:

- Extensive knowledge of fundraising strategies and tools for non-profit organizations
- Ability to lead members, volunteers and stakeholders in the planning and execution of fundraising initiatives
- A time commitment of up to 40 hours per month
- Ability to work independently and collaboratively in a fast paced environment
- Extensive network across multiple sector that can support fundraising initiatives
- Excellent communication skills

### MAJOR DUTIES:

- Serve as the Board representative on the JCA Charitable Foundation's Board of Directors
- Lead board in setting annual fundraising targets
- In conjunction with the JCA Charitable Foundation develop fundraising strategies/initiatives to raise funds
- Build capacity of organization to fundraise by coordinating fundraising workshops/seminars for the board, committees and interested members on an annual basis
- Submit to the Board for approval an annual work plan - which should be aligned with the organization's strategic plan - no later three months (3) prior to the Annual General Meeting