



**We are currently seeking the ideal candidate to fill the position of:  
Fundraising & Communications Manager**

**About Black Health Alliance**

The Black Health Alliance is a community-led registered charity working to improve the health and well-being of Black communities in Canada. Building on our track record as an effective mobilizer and champion, we continue to grow our movement for change. Driven by groundbreaking research, strong partnerships, and people, this movement continues to build innovative solutions to improve Black health and well-being, and mobilize people and financial resources to create lasting change in the lives of Black children, families and communities.

**Role Overview.**

Reporting directly to the Executive Director, the Fundraising and Communications Manager is responsible for Black Health Alliance's fund development strategies and implementation, day-to-day relationship management with funders and donors, and creation and distribution of communication content that support the organization's strategies priorities and reflect the organization's values.

This is a new role that has been made possible by the influx of support in 2020. It's the sole fundraising position, so best suited to a generalist who knows how to roll up their sleeves and get the work done.

**Role Scope:**

**Fundraising**

- Develop and implement fundraising strategies that encompass corporate fundraising, government funding, and individual giving
- Manage relationship with funders and donors and provide ongoing stewardship
- Prepare ongoing reporting to funders and annual impact report to communicate to different stakeholders
- Manage processes for donor tracking, fulfill funder and donor recognition, and issue tax receipts
- Collaborate with the board and Executive Director to develop long term fund development strategies

**Communications**

- Develop, refine, and implement a communication plan to increase community support
- Manage all communication channels, create and distribute regular communication contents, including monthly e-newsletter, website and social media updates.
- Generate press interest, manage press relationships, and write press releases

- Generate fundraising materials for specific audiences, including proposals, grants, email appeals, thank-you letters and other donor communications.

### Requirements and Competencies

- 5+ years of experience in fundraising and communications, with previous experience working in a similar role in a nonprofit/charity setting
- Proficient use of various office based software including Microsoft Office suite
- Proficient use of fundraising CRM (i.e. Keela)
- Expertise in a computerized remote environment
- Experience working with confidential material
- Strong organizational, time management and leadership skills
- Very strong verbal and written communication skills
- Ability to multitask, work under pressure, and meet deadlines
- Ability to work effectively and collaboratively with community stakeholders
- Aptitude for accuracy and detail
- Strong interpersonal skills
- Familiarity and/or lived experience within Black Community health care
- Experience working in an anti-oppressive framework
- Ethics and Integrity
- Able to work independently as part of a Team

### Nice to Have

- Multilingual capability (French, Arabic, etc.)
- An understanding of the social determinants of health, healthcare and social services systems in Canada
- Previous work or volunteer experience in community development and social advocacy

### Work Conditions

- Temporary remote office setting.
- Interactions with community stakeholders at large.
- Overtime may be required.
- Changes to shift start/end times may be required based on operational needs.

### Salary: \$75,000

The Black Health Alliance is committed to being an equitable opportunity employer and to creating a workplace culture of inclusiveness that reflects the diversity of the people that we serve. As an organization focused on improving the health and well-being of Black communities we strongly encourage and prioritize applications from persons that represent the diversity of Black communities including people with disabilities, people from gender, and sexually diverse communities to apply.

**Accommodations and Accessibility:**

*The Black Health Alliance provides employment accommodation during the recruitment process. Should you require **any** accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at [info@blackhealthalliance.ca](mailto:info@blackhealthalliance.ca)*

Qualified applicants should forward a cover letter and resume by no later than April 16 2021 to: [info@blackhealthalliance.ca](mailto:info@blackhealthalliance.ca)