



Job Posting- Community Giving Manager

VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

ABOUT YOU

You are a skilled fundraising professional who possesses exceptional relationship-building skills. You are ambitious, organized, dynamic and ready to elevate EAC's membership, donor and event-based fundraising portfolio to the next level. You are a strategic thinker with solid financial analysis skills. You are an inspiring and caring team manager, eager to support your team in meeting their goals and growing their skills and expertise.

You enjoy spending your workday in a busy environment, immersed in meaningful work with astute colleagues who are committed to a cause. You excel in a culture rich in productivity and respect – one in which you are appreciated, and work/life balance is understood and supported.

YOUR FOCUS

EAC's Community Giving Manager is accountable for the continued growth and success of EAC's membership, donor and event-based fundraising portfolio. The position is responsible for developing fundraising strategies, meeting fundraising targets, and furthering EAC's reputation for impact, integrity, creativity and caring.

The position is also responsible for leadership of the fundraising team and creating a positive work environment that promotes communication, collaboration, and a caring team spirit. The position supports and motivates the fundraising team as well as individual team members, providing daily



support and supervision to 3+ team members as well as a seasonal team of membership canvassers. They work in a collaborative, impact-oriented manner with the fundraising team and across the organization and report to the Director of Operations and Development.

The Community Giving Manager is accountable for success in the following areas, with the understanding that caseload and target numbers will evolve. The position is accountable for their own individual fundraising targets as well as for ensuring the team's success at meeting the EAC's overall fundraising targets. The successful candidate will follow ethical and professional fundraising guidelines, while ensuring accuracy and integrity in donor communications and relationships.

- **Major Gifts** Prospect, solicit, cultivate and steward a caseload of 60-80 existing and new major donors, with a focus on securing gifts over \$10,000. Portfolio target between \$400,000 - \$500,000.
- **Fundraising Strategy Development** Lead on creating and evolving EAC's fundraising strategy within an overall revenue target and in keeping with organizational priorities.
- **Legacy Giving** Grow and improve the Legacy Giving program while stewarding existing legacy gift donors.
- **Oversight of:**
 - Membership- Oversee and support a strong team around membership acquisition and retention (with a focus on monthly giving) including an online acquisition strategy and both revenue and member-number targets.
 - Mid-level and General Donors- Oversee the prospecting, solicitation, cultivation and stewardship of general and mid-level donors with a focus on growing the number of mid-level donors and moving donors up a ladder of engagement.
 - Additional Fundraising- Oversee and support Third Party Fundraising, Sustainability Allies (EAC's corporate giving), direct mail, and event-based fundraising.

WHAT YOU BRING

- Proven successful fundraising track record in major gifts, with an emphasis on face-to-face solicitation.
- Persuasive personality with exemplary interpersonal and general communication skills.
- Excellent interpersonal skills and previous team lead/supervisory experience.
- Strong writing skills.
- Superb relationship-building skills and ability to train and coach fundraising staff and senior volunteers.
- Strong knowledge of monthly giving programs and how to evaluate their success.
- Ability to work in a dynamic, fast-paced environment, independently and as part of a team.
- Strong organizational skills, initiative, and a diplomatic, creative, and optimistic approach to complex issues.
- Experience working and/or volunteering in a non-profit organization.
- Experience working with CIVI CRM, Raiser's Edge or Salesforce

Major Gifts

- Minimum 3-5 years in securing major gifts over \$10,000.



- Experience in all aspects of the donor stewardship and cultivation cycle.
- Ability to mentor staff on major gift fundraising.

Communication and Marketing

- Excellent communication skills: public speaking, writing, delivering presentations to various audiences, and participating in group meetings.
- Experience in creating persuasive donor offer packages, solicitation materials and fundraising letters.

Legacy Giving

- Strong understanding of legacy giving and estate planning.
- Ability to manage conversations around end-of-life matters with donors and supporters.

Direct Mail

- Successful track record in direct mail marketing and insights on segmentation strategy.

These additional skills, areas of knowledge, and experiences are considered an asset:

- Experience with engagement organizing, storytelling and/or developmental evaluation.
- Membership in AFP-NS in good standing.
- Willing to work occasional evenings and weekends, willing to travel in NS, and a valid driver's license.

TERMS OF EMPLOYMENT

- Full time position with a 4-day work week (Fridays off - totalling 30 hours/week with some flexibility in the working day).
- Annual salary will be between \$60,000 and \$66,000 and commensurate with experience.
- Cost-shared benefits plan
- 3 weeks paid vacation per year (pro-rated for the 4-day work week) and 1 week of paid time off during the winter office closure in December. 12 paid holidays per year and paid wellness days (10 per year).
- Hybrid work environment requiring 2-3 days a week at our office in Halifax's North End.

TO APPLY

Please submit your resume and cover: [APPY HERE](#).

We will be accepting applications and interviewing candidates on a rolling basis until the position is filled. We thank everyone who applied; however, we will only be contacting those who will be interviewed.



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