

# EMPLOYMENT OPPORTUNITY

## POSITION TITLE: Program Manager – Charity Fund

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FIRST NATIONS  
FISHERIES COUNCIL

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team. Through the *BC First Nations Fisheries Action Plan*, BC First Nations have directed the FNFC to support, protect, reconcile, and advance Aboriginal Title and Rights and Treaty Rights as they relate to fisheries and the health and protection of aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a united voice on fisheries matters.

### POSITION SUMMARY:

The First Nations Fisheries Council is seeking an energetic, organized, hard-working individual to join our team. Reporting to the CFO, the Program Manager of the Charity Fund will be responsible for operational and revenue development activities for the First Nations Fisheries Charity Fund Society. As this organization continues to develop and grow over time, this will create an opportunity for the right individual to grow along with this organization.

### Duties/Responsibilities:

- Develop and coordinate operational/strategic planning activities with the Charity Fund Board and Senior Management
- Develop proposals to increase revenues for environmental protection initiatives
- Manage funding agreements and ensure deliverables are met
- Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organization to them
- Assist in brainstorming and creating new methods to raise funds for our organization
- Leverage technology and social media where possible to improve fundraising activities (coordinate with FNFC staff)
- Assist in planning and coordinating events to raise funds and coordinate activities of staff, volunteers and interns related to event planning and execution
- Analyze the performance of events and other fundraising activities for effectiveness
- Create marketing materials to be used for the promotion of events and other fundraising pushes (coordinate with FNFC staff)
- Maintain complete and orderly records of donors and manage regular donor communications
- Build upon existing FNFC relationships and form new donor relationships on a regular basis (coordinate with FNFC staff)
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

### WHAT WE'RE LOOKING FOR:

- You want to make a difference for First Nations in BC
- You are willing to take the time to invest and learn the BC First Nations landscape
- You are a team player that fits our culture
- You are adaptable to the changing environment of opportunities
- You are not afraid to roll up your sleeves to get the work done
- You have excellent fundraising, marketing and communication skills

- You know when to take initiative and when you need to ask for further direction

#### **EDUCATION, EXPERIENCE AND COMPETENCIES:**

- Bachelor's degree in communication, marketing, public relations, journalism or related field/applicable area
- Minimum two years of fundraising experience and sound knowledge and understanding of fundraising
- Demonstrated management experience, including supervisory experience and project development and management
- Strong leadership skills
- Excellent organizational abilities and attention to detail
- Strong problem-solving skills and ability to make decisions under pressure
- Experience working with First Nations in BC and/or first Nations organizations is an asset

#### **What we offer when you are the right fit:**

- Annual salary of \$65,000 - \$80,000, commensurate with experience
- Opportunity to get directly involved with First Nations in BC
- Day off to celebrate the Indigenous Peoples Day by attending local festivities and events
- Health benefits plan (medical and dental)
- Pension Plan matching 5.5%
- 3 weeks of annual vacation
- 37.5-hour work week
- Staff events in the summer and winter

#### **JOB LOCATION:**

The FNFC office is located at 320 – 1200 West 73<sup>rd</sup> Ave., Vancouver BC.

#### **APPLICATION DEADLINE:**

Applicants are asked to email confidential letters of application and resume, providing details of work experience and three references before **4:00 pm on December 2nd, 2022** to:

**E-mail:** [careers@fnfisheriescouncil.ca](mailto:careers@fnfisheriescouncil.ca)

**Subject line:** FNFC Program Manager – Charity Fund

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified Indigenous applicants will be given priority. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interview will be contacted.**

**The posting may remain open until a qualified candidate is hired.**