

**Job Title:** Director of Business Advancement

**Location:** Cambridge, ON

**Reports to:** Board of Directors

## **Position Summary:**

The Director of Business Advancement is a strategic leadership position responsible for driving the growth and sustainability of the organization through fundraising, strategic partnerships, community engagement, and program expansion. This role requires an experienced and visionary leader who can cultivate and manage relationships, develop and execute strategic fundraising plans, and enhance the organization's visibility through innovative marketing and social media efforts. This position reports directly to the Board of Directors.

## **Key Responsibilities:**

### **1. Fundraising and Grants**

- Develop, implement, and manage comprehensive fundraising strategies to meet and exceed financial goals.
- Identify, write, and manage grants, ensuring compliance with grant requirements and effective use of funds.
- Cultivate relationships with individual, corporate, and foundation donors, and establish a strong, sustainable funding base.
- Analyze fundraising performance and adjust strategies as needed to optimize results.

### **2. Community/Government Outreach and Connections**

- Build and maintain strategic partnerships with community leaders, government agencies, and other stakeholders to support organizational growth and community impact.
- Advocate for the organization's mission and programs in government and community forums to gain support and resources.
- Attend relevant events, meetings, and networking opportunities to expand the organization's reach and influence.

### **3. Donor and Volunteer Management and Retention**

- Create volunteer engagement initiatives, ensuring a positive and fulfilling experience for volunteers.
- Track donor and volunteer data, utilizing insights to improve engagement and retention strategies.
- Develop and implement donor retention and stewardship programs to enhance donor satisfaction and long-term support.

### **4. Expansion of Services– Business development**

- Lead initiatives to identify and develop new service areas aligned with the organization's mission and strategic plan.
- Conduct market research and assess community needs to guide service expansion and program development.
- Collaborate with internal teams to design and launch new programs, ensuring sustainable growth and impact.

## 5. Social Media & Marketing Planning and Oversight

- Develop and oversee marketing strategies, including branding, and public relations.
- Ensure a cohesive and consistent brand voice across all channels to enhance the organization's visibility and community engagement.
- Collaborate with the team to create content highlighting programs, impact stories, and events.

## Qualifications:

- Bachelor's degree in Business Administration, Marketing, Nonprofit Management, Public Relations, or a related field. Master's degree preferred.
- Experience in fundraising, community outreach, or business advancement, ideally in a nonprofit or social service setting.
- Proven track record in successfully raising funds, managing grants, and expanding services.
- Exceptional interpersonal, communication, and relationship-building skills.
- Strong knowledge of financial management and budgeting.
- Demonstrated experience in social media, marketing, and brand management.
- Ability to work collaboratively and influence stakeholders at all levels.

## Skills & Competencies:

- **Strategic Thinking:** Able to create and implement strategies that support long-term organizational growth.
- **Financial Acumen:** Strong understanding of budget planning and financial oversight in a nonprofit setting.
- **Relationship Management:** Proven ability to foster and maintain positive relationships with donors, volunteers, community leaders, and government entities.
- **Marketing and Communication:** Skilled in developing impactful messages, campaigns, and public relations strategies to enhance organizational visibility.
- **Leadership:** Demonstrated ability to lead and inspire teams to achieve ambitious goals.

## Why Join Us?

- **Impact:** Drive positive change by expanding the reach and capacity of an organization committed to meaningful community impact.
- **Growth:** Work with a team that values innovation and strategic thinking.

- **Community:** Be part of a collaborative culture dedicated to service, inclusion, and continuous learning.

**How to Apply:**

Submit a resume, cover letter, and examples of past work relevant to fundraising or marketing initiatives by January 10th, 2025 to [OBAHR HR](#)

**Salary Range:** \$60,000-\$80,000