



**Position:** Fund Development Consultant/Associate

**Hours:** 3-4 days per week

**Location:** Remote

**Salary:** Contract position (one year term). Commensurate with experience. 55 to 60K

**About Us:** The Centre for Mindfulness Studies is a social enterprise charity and the Canadian leader in developing and providing professional mindfulness programs for mental health. Our goal is to ensure access to those in need, to lead change, and bring mindfulness as a healthcare service to diverse populations.

**Overview:** The Fund Development Consultant is instrumental in supporting the organization by creating a fundraising strategy and executing impactful campaigns that enhance existing donorship and garner new support. This position reports to the Executive Director. Position priorities are:

Developing Fundraising Plan  
Executing Fundraising Campaigns & Events  
Partner Relations/Stakeholder Engagement  
Grant Sourcing and Writing

**Key Responsibilities:**

- Assess current organizational fundraising activities and develop an annual fundraising plan in consultation with the Senior Leadership Team that identifies new funding opportunities from varied sources, including individual giving, corporate sponsorship, events, and grants
- Execute fundraising campaigns working alongside our marketing and communications team and track/report the effectiveness and results
- Work with the Executive Director to manage Board and Advisory Committees engagement in fundraising activities
- Oversee and execute the Centre's fundraising events including the Mindfulness Challenge, a peer-to-peer based meditate-athon including managing budgets, producers, and resources
- Identify key grant opportunities with our Community Program team and assist with grant writing
- Create compelling case statements, proposals, sponsorship decks, and stewardship materials
- Conduct all prospect/donor research to help identify new revenue sources included but not limited to Foundations, Corporations, and Major Gift prospects

**Qualifications/Skills:**

- A University Degree or College Diploma in related field
- A minimum of three years experience working in fundraising in the not-for-profit sector ideally working towards or obtained CFRE designation
- Experience using CanadaHelps Donor Management System, Grant Management Systems, and other peer-to-peer fundraising software
- Ability to successfully execute multiple, simultaneous projects on time with quality results
- Proficiency in Microsoft Office
- Ability to work independently but also collaboratively while organizing and prioritizing work and deadlines for yourself and others
- An understanding of the non-profit and social services sector is an asset
- An interest in mindfulness to increase well-being
- Adaptable and flexible skillset that can work in a fast-paced environment with multiple priorities

**How to Apply**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [hr@mindfulnessstudies.com](mailto:hr@mindfulnessstudies.com) by May 11, 2022 at 5pm.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

*The Centre for Mindfulness Studies promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experiences, from Indigenous communities, people of all races, colours, ethnic origins, religions, disabilities, and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.*

**This position is generously funded through a Resilient Communities Fund grant provided by the Ontario Trillium Foundation.**