



CALL FOR PROPOSALS: Stakeholder Relations & Advancement Consultant

Application Closing Date: February 8, 2016

Start Date: as soon as possible

Duration: 1 Year, part-time (20 hpw) contract position; possible renewal for two one-year extensions to be completed no later than December 31, 2018

Salary: \$35,000 (CAD) annually (inclusive of GST/HST)

Location: Calgary (home-based)

SUMMARY

Transparency International Canada (TI Canada) is seeking a highly qualified individual to help us develop a robust fundraising plan for Western Canada, which would serve as a pilot for fundraising initiatives in other parts of Canada. The Consultant will help build stakeholder relations in Western Canada as well as develop a financial sustainability plan that encompasses individual, corporate, and foundation giving and includes strategies in annual giving, major gifts, planned giving, and signature events in Western Canada.

The consultancy will start as soon as possible and is subject to two possible one-year extensions to be completed no later than December 31, 2018.

BACKGROUND

Transparency International (TI) is the global civil society organization leading the fight against corruption. Launched in 1996, TI Canada is one of 95 Chapters worldwide raising awareness about the damaging effects of corruption. We work with partners in government, business and civil society to develop and implement effective measures to tackle it. The TI Secretariat (TI-S) is based in Berlin, Germany.

TI's *Vision* is a world in which government, politics, business, civil society and the daily lives of people are free from corruption. The *Mission* of TI Canada is to be an informed voice that promotes anti-corruption practices and transparency in Canada's governments, businesses and society at large. The long-term goals of TI-Canada are:

1. To encourage compliance with Canadian laws and international conventions to which Canada is a signatory, against bribery and corruption ("Canadian Anti-Corruption Laws") by educating businesses, professional organizations, governments and the public at large about Canadian Anti-Corruption Laws and the adverse impact of non-compliance therewith;
2. To develop and promote ethical standards of conduct for businesses, professional organizations, governments and the public at large to assist them in complying with Canadian Anti-Corruption Laws;

3. To conduct or commission research on issues concerning the prevention and elimination of bribery and corruption and to communicate the results therefrom to businesses, professional organizations, governments and the public at large; and

4. To assist the Canadian Government in fulfilling its obligations under international conventions to which Canada is a signatory in the prevention of and the fight against bribery and corruption.

RESPONSIBILITIES

TI Canada is looking for a Stakeholder Relations & Advancement Consultant who is a professional skilled in the areas of building relationships with potential financial and program supporters, creating and implementing robust fund development plans, and developing and delivering programs with high impact.

Reporting to the Executive Director and working with the Board of Directors, the Stakeholder Relations & Advancement Consultant will help secure funding for projects, programs and activities aligned with our mission and 2020 Strategy.

The successful candidate will:

- Review our current fundraising strategies and analyse current and potential funding opportunities;
- Develop appropriate funding goals and a robust fund development plan that will increase revenues to support the strategic direction of the organization;
- Develop a robust fundraising plan which would target Western Canada as well as other Canadian donors and financial supporters;
- Develop a financial sustainability plan that encompasses individual, corporate, and foundation giving and includes strategies in annual giving, major gifts, planned giving, and signature events in Western Canada;
- Create and oversee a donor database and ensure that all gifts are properly tracked in the database;
- Develop a comprehensive marketing and communication plan to promote the organization to the public;
- Help develop and maintain fund development related sections of the website;
- Implement the fund development plan, which would include an annual e-mail fundraising campaign, in accordance with industry best practices that encompasses individual, corporate, and foundation giving and includes strategies in annual giving, major gifts, planned giving, online giving, crowdfunding and signature events in Western Canada;
- Oversee the planning of signature events aimed at raising awareness of TI Canada and encouraging financial support;
- Identify sponsorship and other fundraising initiatives for all TI Canada events;
- Initiate and manage social media and crowdfunding initiatives;
- Create and manage any required campaign budgets as well as monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved;
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities;
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary;
- Research and identify appropriate program partners, funding organizations, donors and supporters;

- Cultivate and nurture TI Canada’s relationship with foundations and corporations through grant-proposal submission and regular engagement;
- Monitor trends in the community or region and adapt fundraising strategies as necessary;
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization;
- Incorporate all elements of the development program in the plan – major gifts, foundations and corporate foundation grants, online giving, and events;
- Undertake other tasks appropriate to the role, as required.

QUALIFICATIONS

- Bachelor’s Degree or greater
- 3-5 years of professional not-for-profit fundraising or other fundraising experience
- Direct experience in an authority role over a fundraising development and implementation program
- Familiarity with fundraising responsibilities as listed above
- Experience creating and assessing new development strategies
- Knowledge of the Canadian Ethical Fundraising and Financial Accountability best practices
- Experience working with fundraising software and establishing and maintaining donor and prospects databases
- Understanding of best practices for not-for-profit organisations in Canada
- Team player, willing to collaborate and work to support TI Canada’s wider fundraising efforts
- Confident, highly organized individual with ability to prioritise a varied and demanding workload
- Commitment to high professional ethical standards of fundraising
- Familiarity with TI Canada and the work of the Transparency International movement is an asset
- Certification or professional designation is an asset

HOW TO APPLY

The deadline for applications is **8 February 2016**. Applicants should send the following, preferably in pdf format:

- Curriculum Vitae (2 page max), with details of relevant experience
- Cover Letter explaining how you meet the requirements of the role and why you are applying (1 page max)

References on request.

Applications should be sent by e-mail to ti-can@transparency.ca

Please indicate “First Name, Last Name – Stakeholder A&E Consultant” in the subject line of your e-mail application. We thank all applicants for their interest. Please note that only short-listed candidates will be contacted.