



Are you interested in applying your passion for fundraising and donor relations to help a grassroots Canadian charity? If so, this is the perfect opportunity for you!

The Canada-Mathare Education Trust (CMETrust) is looking for a **Director of Fundraising and Donor Relations to join its Board of**

Directors.

Background:

Canada Mathare Education Trust (www.CMETrust.org) works to advance education in Kenya by providing high school scholarships, post-secondary school support, computer training, and personal and professional development workshops to children from the Mathare Valley, the second largest slum in Nairobi, Kenya. We are an entirely volunteer run, registered Canadian charity (and Kenyan Community-Based Organization), governed by a Canadian Board of Trustees and implemented on the ground by Kenyan Field Representatives.

Description of Position:

The Director of Fundraising and Donor Relations is a member of the CMETrust Board of Directors. They will provide co-leadership in fundraising and donor relations activities for the board, including developing and managing implementation of fundraising strategies. All Board members play a role in fundraising and this is a shared responsibility across all board positions. However, given the important role that fundraising plays in operations, the Board holds two Director of Fundraising and Donor Relations positions; one role is already filled.

Main responsibilities include:

- Plan and implement a range of fundraising activities in coordination with other Board Members and Volunteers.
- Implement successful strategies to engage first-time donors, retain existing donors, and ensure donors are satisfied with their experience.
- Carry out donor appreciation initiatives.
- Identify opportunities to enlarge our donor base and diversify our donor demographic.
- Advise the Board on donor relations trends and development that are relevant to non-profits.
- Work closely with the Board Communications Director, Treasurer, and volunteers on matters regarding fundraising and donor relations.
- Maintain up-to-date records for fundraising and donor relations, including a donor database.
- Provide financial oversight, organizational support and strategic management for the charity at large, contributing to consensus building through open dialogue amongst the Board of Directors.

- Attend (in person or via teleconference) and contribute to the five Board Meetings held each year, and actively engage in email dialogue between meetings.

Attributes and Skills required:

- Experience or interest in fundraising and donor relations in a non-profit setting.
- Experience in digital communication and social media to engage a varied audience.
- Passion for organizing campaigns, events, and other fundraising activities.
- Task-oriented, with the ability to be self-directed.
- Commitment to CMETrust's [five key values](#).
- Strong interpersonal, communication and leadership skills to collaborate effectively and efficiently with other Board members and volunteers.

Specifications:

- The successful candidate would work from home and participate in meetings in person in Ottawa or Toronto or via teleconference/webinar from elsewhere.
- Time commitment of approximately 15 hours per month

If you are interested in this opportunity, please contact info@cmetrust.org