



THE MATCH
INTERNATIONAL
**WOMEN'S
FUND**

Manager of Philanthropy The MATCH International Women's Fund

Position Title: Manager Philanthropy

Employment Type: full-time

Reports to: Director of Philanthropy

Language: English (French desirable)

Location: Ottawa

Job Posting Deadline: Monday, September 3, 2018

The MATCH Fund is Canada's first and only international Women's Fund. We raise funds to support women's organizations at the grassroots so they can dismantle barriers, challenge perceptions and transform society. We are the bridge between donors in Canada and the most innovative groups led by women and girls around the world. The MATCH Fund is on the cusp of significant growth. We have a new opportunity for a **Manager of Philanthropy** to join the organization at this exciting time and play a leading role in helping the organization smartly, and ultimately, to thrive.

The MATCH Fund strongly believes that supporting women's rights organizations globally is essential to achieving lasting equality for women. As such, we are committed to mobilizing resources to amplify the work of these groups. We are seeking a dynamic individual with a strong fundraising background to strengthen and lead internally our ambitious development efforts.

Our fundraising ambition is rooted in the passion to accelerate the global movement toward gender equality. As the ideal incumbent, you will be adept at people management and great at researching and devising strategies. You will be both resilient and flexible and opportunistically take advantage of donation possibilities, you will have excellent peoples' skills and will be constantly interacting with teammates and persuade them of the value of your campaign and project plan being able to drive the internal fundraising mechanism.

RESPONSIBILITIES:

- Develop and implement plans to engage and activate The MATCH Fund internal capacity to maximize fundraising efforts;
- Identify and develop suitable fundraising opportunities and achieve goals for sustainable funding;
- Identify any gaps in overall marketing or communications strategy and how to close them before executing projects/ campaigns;
- Develop project scopes and objectives and decide best plan forward for project plan and execute project plan effectively;
- Successfully develop brief and project plan to bring all parties of The MATCH Fund on board;
- Creatively manage strategy implementation, review progress and make adjustments regularly catering to the ever changing needs of the organization;
- Measure project performance using appropriate systems, tools and techniques;



- Assist in developing and implementing the overall campaign plans;
- Engage in proposal and grant writing;
- Experience in prospect research and ability to prepare prospect opportunities;
- Recruiting and managing volunteers for campaigns and fundraising projects;
- Devise appropriate work strategies, conduct research and coordinate with other departments and staff members of The MATCH Fund;
- Work collaboratively with across departments and in support of volunteers;
- Ensure that all projects are delivered on-time, within scope and within budget;

REQUIRED SKILLS & QUALIFICATIONS:

- At least 5 years' experience in fundraising and project management particularly in a charity organization and/or in a university;
- Minimum Bachelors degree preferably in Women's Studies, international development, social development, marketing or a related field;
- Strong understanding of feminist issues, advocacy, movement building and/or funding environment facing women's rights organizations in the global South;
- Excellent oral/written communication and presentation skills;
- An expert at people management and able to persuade and engage with different stakeholders;
- Skilled at researching and devising strategies;
- Possess skillset to pivot very quickly according to the needs of the organization;

PREFERRED SKILLS

- Experience in running campaigns, managing complex projects;
- Bilingual in French and/or Spanish will be an asset;

How to Apply:

Please submit your CV and cover letter quoting "Manager of Philanthropy" to recruitment@matchinternational.org by September 3, 2018.

Only candidates selected for an interview will be contacted. We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.