

## Job Posting

**Title:** Donor Engagement Lead

**Reports to:** Marketing and Communications Manager

**Compensation:** \$20.00 to \$22.00/hour

**Deadline:** Friday, February 16, 2024, at 4:00 p.m. ET

**Location:** Ottawa, ON (Carp)

**Employment Type:** Full-time, contract position; 37.5 hours/week on-site Monday to Friday, including occasional evenings and weekends. Contract ends December 31, 2024, with possibility of extension.

### **ORGANIZATION DESCRIPTION**

The Diefenbunker is Canada's most significant surviving Cold War artifact — it is an impressive four-storey underground facility that operated as the country's central communications headquarters during the Cold War, ready at any moment in case of a nuclear attack. Today, it is a one-of-a-kind museum and national historic site, telling stories of national and international importance. We are a remarkable tourism destination, welcoming close to 70,000 visitors per year from all around the world.

The Diefenbunker is an independent charitable organization governed by a Board of Directors and led by an Executive Director. A full-time professional staff and a corps of volunteers attend, collectively, to the stewardship, vision, growth, and sustainability of this important organization.

### **POSITION SUMMARY**

The museum is seeking an ambitious and mission-driven individual to advance the museum's strategic goals through its fundraising and development activities. The Donor Engagement Lead is responsible for establishing and implementing the infrastructure needed to grow the museum's donation revenue. They will design and implement a comprehensive plan for cultivating, soliciting, and stewarding philanthropic support, including through communications, database management, and relationship-building.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

- Plan and execute fundraising activities, campaigns, and strategies for annual and monthly donors that achieve museum fundraising objectives and targets;
- Manage donor communications including acknowledgements, stewardship, updates, invitations, and solicitations;
- Review current online and physical donation platforms and donor management systems to make recommendations for data capture, reporting, system integrations, and efficiencies;
- Implement an effective donor management system and maintain accurate donor records and donation reporting;
- Lead the development of a spring fundraiser and a fall GivingTuesday campaign;

- Analyze database of current museum supporters to identify and qualify donor prospects and to build subsequent acquisition and engagement strategies;
- Assist the Marketing Manager in the creation of an audience development plan that includes strategic integration of donation calls to action;
- Maintain and cultivate relationships with museum donors and stakeholders;
- Support with grant applications to government, corporations, and foundations that help the organization increase revenue toward projects, capital upgrades, and operations.

### **POSITION REQUIREMENTS**

- University or College Degree or equivalent combination of education and experience in a relevant field;
- 1 to 3 years of professional experience in a not-for-profit organization;
- Demonstrated experience and success in donor relations and fundraising;
- Working knowledge of donor management databases;
- Excellent written and oral communication skills;
- Strong interpersonal skills;
- Ability to work independently and as part of a team;
- Proficiency with Microsoft Office Suite;
- Ability to provide Police Record Check.

### **POSITION ASSETS**

- Experience working in a museum or cultural institution;
- Familiarity with CRA tax law and charitable tax receipting regulations;
- Knowledge of and interest in Canadian history.

### **THE DIEFENBUNKER MUSEUM OFFERS:**

- A fun, collaborative working environment;
- A place for continuous learning and growth;
- Flexible working hours;
- Free on-site parking.

### **To Apply**

If you are interested, please send your cover letter, and resume with the subject line “[Your Name]” – Donor Engagement Lead” to [j.vetter@diefenbunker.ca](mailto:j.vetter@diefenbunker.ca).

Thank you to all applicants for their interest, only candidates selected for an interview will be contacted.

Please note that there is no public transportation to the Diefenbunker from Ottawa.

Diefenbunker, Canada’s Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce. For more information about the Diefenbunker, please visit [diefenbunker.ca](http://diefenbunker.ca).