



## Job Posting

**Title:** Fundraising & Community Engagement Specialist

**Location:** Ottawa, ON – Canadian Hard of Hearing (CHHA) National Office – *REMOTE applicants welcome*

**Position Status:** part-time, 25 hours per week

**Reports to:** National Executive Director

**Compensation:** \$40 per hour

### Position Summary:

The incumbent will provide services to advance the CHHA resource development and community engagement strategic priorities. The incumbent is an agent of change, responsible for the creation and stewardship of a diverse scale of fundraising activities and community events to connect with members, stakeholders and donors.

The successful candidate will be an experienced fundraiser with a passion for connecting resources to support community needs. This individual will be comfortable working across a national network with multiple stakeholders, is adept at communicating the case for support and thrives on building relationships for collective impact.

### Essential Duties and Responsibilities:

#### Fundraising

- Implement and enhance the approved fundraising plan for CHHA.
- Enhance and supplement CHHA communications, especially as it relates to fund development
- Monitor all fundraising activities and track appropriately
- Appropriately thank all donors
- Support the creation and implementation of a strategic three-year national fundraising plan.

#### Community Engagement

- Acts as CHHA's primary contact for sponsoring corporations, foundations and individual donors interacting directly with the National Office.
- Leads the development, coordination, and execution of CHHA's events focused on member, stakeholder, and donor engagement, including donor recognition and educational conferences. This includes in-person and virtual national conferences.



# Canadian Hard of Hearing Association

## Association des malentendants canadiens

- Works with national Network peers to development and resource collaborative fundraising, educational events, and other opportunities to engage members, sponsors, and sector stakeholders.

### QUALIFICATIONS

#### Education:

- Advanced Education in relevant field
- Experience working with a national organization / disability organization – preferably related to hearing health
- Minimum of three years fundraising experience

#### Skills & Knowledge:

- Excellent written communication skills
- Thorough understanding of fundraising best practices, especially in the areas of direct response, gaming, sponsorships, virtual events, and on-line strategies
- Ability to work independently
- Exceptional time and priority management
- Expertise in Microsoft office and social media applications
- Self-starter with aptitude in decision-making and problem-solving.
- Demonstrable competency in project management and event planning and execution, including virtual platforms.

### About the Canadian Hard of Hearing Association

The Canadian Hard of Hearing Association (CHHA) is the leading consumer advocacy organization representing the needs of the nearly 4-million Canadians living with hearing loss. With a network from coast-to-coast-to-coast, CHHA works cooperatively with professionals, service providers, governments, and others to provide life enhancing information, support, and advocacy.

Established in 1982, CHHA has a global reputation in developing and delivering a wide range of initiatives that have challenged the status quo when working with people with hearing loss. We are sought after to provide comments and feedback on various policy initiatives, identify best practices, develop, and test technology, programs and services. Our initiatives have advanced the quality of life for people living with hearing loss.

#### **Hours of work:**

The general hours of work are, Monday to Friday, though flexibility required due to the nature of the role. Incumbents may be asked to work overtime from time to time.

**CLOSING DATE:** Open until filled



# Canadian Hard of Hearing Association Association des malentendants canadiens

Email Resume & cover letter to: [humanresources@chha.ca](mailto:humanresources@chha.ca)

Subject Line: Fundraising Specialist

## Our Vision

Inspire and empower Canadians impacted by hearing loss.

## Our Mission

Connecting Canadians impacted by hearing loss through advocacy, education and community engagement.

## Our Values

We cherish diversity.

We break down walls and build bridges.

We drive change.

## Diversity Statement:

CHHA is inclusive. We celebrate multiple approaches and points of view. Diversity is an integral part of our history, culture, and identity. Inclusion is the way we treat and perceive all differences. We want to create an inclusive culture where all forms of diversity are seen as real value for our members.

## **Thank you for your application**

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CHHA will provide accommodation, accessible formats and communication supports for the interview upon request.*