



CANADA
4-H Saskatchewan

Donor Relations & Communications Officer

Who We Are

4-H Saskatchewan is a non-profit youth empowering organization that promotes community involvement through mentorship as demonstrated by our motto “Learn To Do By Doing.” In 4-H Saskatchewan, youth ages 6-21 and volunteer leaders come together to learn through fun hands-on activities in community clubs across the province. There are also provincial camps, conferences, scholarship and travel opportunities, and more to allow youth to develop skills in leadership, business, self-confidence, and more. 4-H provides youth with a place where they can be involved, accepted, valued, and heard while developing valuable life skills.

What We Offer

- Comprehensive benefits package
- Paid vacation and sick time
- Flexible work hours
- Opportunities to perform challenging work in a dynamic and collaborative culture

What You Will Do

Reporting to the Programs Manager, the Donor Relations & Communications Officer helps to plan and implement the impactful communication strategies to drive greater engagement with our internal and external audiences. This position also shares responsibility for assigned fundraising projects and provides leadership and expertise in the development and management of fundraising strategies and activities for the Saskatchewan 4-H Council and Saskatchewan 4-H Foundation in alignment with 4-H goals and strategic directions.

Duties and Responsibilities

Communications

- Work with the Provincial Programs Manager to create and evaluate a communication and marketing strategy for 4-H Saskatchewan and the Saskatchewan 4-H Foundation
- Work with corporate brand guidelines to ensure consistent internal and external messaging
- Track key metrics and provide reporting to funders
- Work with staff to manage the various 4-H Saskatchewan communication channels (print, social media, website) used by the organization and determine the optimal mix

Donor Relations

- Collaborate with the Executive Director and Provincial Programs Manager to create a fund development plan with established fundraising targets to increase revenues and support the strategic direction of the organization
- Establish connections and build relations with individuals, alumni, and the corporate sector

- Contribute to corporate giving strategies through strategic partnership development and ensuring sponsor and donor recognition and engagement is honored
- Identify grant funding opportunities and where applicable, complete applications, progress reports, and funding reports for grant funded opportunities.
- Ensure that 4-H fundraising policies and procedure adhere to legislation
- Prepare an annual income and expenditure budget for the fund development program
- Liaise and connect with other provincial and national 4-H agencies to determine best practices. Role includes participation on applicable national network calls and meetings with 4-H Canada and provincial fundraising peers.
- Provide effective administration and record of solicitation/fundraising including agreements, donations, charitable receipting, maintenance of donor mailing list and database to respect confidentiality of donor information, and other administrative processes.

Education and Experience

- An undergraduate degree and/or appropriate training and experience in a related field
- Progressive fundraising or donor relations experience would be considered an asset
- A CFRE or other professional designation would be considered an asset

Skills and Requirements

- Familiarity with 4-H essential
- Proficiency in the use of MS Office Suite a requirement.
- Must have working knowledge of principles and practices of fundraising and marketing.
- Experience with graphic design software such as Adobe InDesign & Canva and an understanding of communication tactics/social media
- Experience with direct mail, event planning and donation processing would be considered an asset

Individual Qualities

- Innovative thinking and sound judgement
- Excellent written and oral communications
- Persuasive presenter with exceptional interpersonal skills
- Excellent organizational and analytical skills
- Accuracy and attention to detail

This position will be based in Saskatoon. Position may require attendance at events out of normal business hours, and travel.

Please apply with resume and cover letter by Thursday, December 1 to:

Aubrey Eaton
 Executive Director
manager@4-h.sk.ca
 3830 Thatcher Ave
 Saskatoon, SK S7R1A5