



## Christian Mission Aid – Canadian Director

### Organization

Christian Mission Aid was founded in 1986 as a cross-denominational, non-profit organization to work on pioneer development projects in Africa. Our desire to be '*the bridge between the resources and the needs*' has led CMA to take on projects in four main categories:

- Christian Outreach Ministries
- Aid and Relief to South Sudan
- Community Development
- Children and Youth Ministries.

The Christian Outreach Ministry is the *heart* of who we are. Pastors and lay leaders are trained so they are better prepared to serve their churches with the truth of the *Gospel*, and the essentials of *leadership*, *accountability*, and *community* service. Building on the Christian Outreach Ministry, we support churches to establish *Women* and *Youth* ministries and conduct Vacation Bible Schools, youth camps and sports camps. As part of *community* service, we facilitate locally initiated projects that provide practical assistance and training to community leaders. We believe nationals are the *best* people to reach their *own* people. By linking them with resources, we make their projects stronger, more effective and responsive to their critical needs. CMA Canada is a registered charity and an accredited member of the Canadian Centre for Christian Charities and compliant with the CCCC's standards of accountability.

The Director of CMAC will be the voice and authority (under the Canadian Board of Directors) of Christian Mission Aid Canada. The Director will have the opportunity to build relationships with current and new donors in Canada. This position will require significant travel in the U.S, Canada and Africa, to witness CMA activities and ministries in Africa. This is a full-time, salaried position with benefits and compensation commensurate with experience.

### Responsibilities

#### Plan fund development activities

- Collaborate with the Chief Executive Officer & the Canadian Board of Directors and CMA's Africa-based staff to create a fund development plan supporting the strategic direction of CMAC.
- Implement the fund development plans in accordance with ethical fundraising principles,

- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved,
- Send timely articles, pictures and videos from sponsors to Africa for inclusion in future promotional material,
- Monitor trends in fund development, adapting strategies as necessary.

### **Organize fundraising activities**

- Develop and manage timelines for fundraising activities, to ensure that milestones are being met and processes are carried out in a timely manner,
- Oversee the planning and execution of special fundraising events and annual fund mailings,
- Identify and develop corporate, foundation, major/planned gift, churches, Christian groups and individual prospects,
- Develop and maintain relationships with donors,
- Oversee the donor database in a manner which respects the confidentiality of donor information while substantially building the number of prospects in the database,
- Assist as needed with grant applications for targeted, defined needs.

### **Manage fund development budget**

- Develop an annual budget for the fund development program,
- Prepare regular reports on progress, budgets, receipts, and expenditures related to fundraising and its management,
- Monitor expenses and recommend changes as necessary.

### **Promote Christian Mission Aid**

- Foster an understanding of philanthropy within CMA,
- Develop a comprehensive marketing/communications plan to promote CMA to donors and maximize public awareness of the organization,
- Coordinate the design, printing and distribution of marketing/communications materials for development efforts.

### **Qualifications**

- 3-5+ years non-profit fundraising experience,
- Demonstrated success in fund development of at least \$1 million annually,
- Bachelor's degree required; Masters preferred in related field; Certified Fund-Raising Executive (CFRE) designation is an asset.

### **Knowledge, skills and abilities**

- Skilled in fundraising management,
- Knowledge of federal and provincial/state legislation affecting charities,
- Knowledge of special events planning and management,
- Knowledge of the management of volunteer resources,

## **Proficiency in the use of computer for:**

- Fundraising software/CRM,
- Social media marketing
- Word processing, PowerPoint
- Spreadsheets & Databases
- E-mail & Internet

## **Key Competencies**

The Director must agree to act in a manner consistent with Christian and professional standards, abiding by CMA's Statement of Faith, Moral Code of Conduct, Core Values, and the administrative policies of CMA. The Director should also demonstrate competence in some or all of the following:

- **Creativity/Innovation:** Develop new and unique ways to improve fund development, marketing and communications.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Donor Needs:** Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within CMA's parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that support and promote CMA.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear, timely decisions and provide solutions in the best interests of CMA.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move CMA forward, set goals, create and implement actions plans, and evaluate the process and results.

## **Are You Interested?**

If you are passionate about Africa and want to serve a Christian mission organization to make a real contribution to ministry work in Africa, we want to hear from you.

To apply, send a letter indicating your interest and resume to [recruitment@cmaidafrica.org](mailto:recruitment@cmaidafrica.org)