



TEACH FOR
ENSEIGNER POUR LE
CANADA

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JOB OPPORTUNITY WITH TEACH FOR CANADA Fundraising & Government Relations Manager

Teach For Canada is looking for a dynamic, hard-working, change-maker to support our government relations and fundraising efforts.

The Basics

Job term:	Full-time, permanent
Hiring salary range:	\$46,000 - \$59,000 per year, plus benefits
Start date:	May 13, 2019
Location:	Toronto, Ontario with occasional travel
Closing date:	March 25, 2019
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Interview dates:	Phone Interview: April 1 & 2, 2019 Interview & Office Experience: April 10 & 11, 2019
Desired experience:	2+ years of work experience in fundraising with government contributors

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations communities in the movement to make education more equal. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a Fundraising and Government Relations Manager this means working occasional evenings and weekends during the year and travelling to meet with stakeholders and government representatives. Work-life balance is a priority, and we provide lieu time off for high-intensity work periods.

If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this job probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every day, then we want to hear from you.





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Your Responsibilities

The Fundraising & Government Relations Manager will report to the Director of Fundraising and will support our fundraising efforts. Responsibilities will include:

- Manage and grow our portfolio of government contributors, including research, strategic planning, communication and outreach, grant writing, relationship management, and related administrative tasks
- Liaise with other teams to compile information required to complete grant proposals and reporting requirements
- Participate as a representative of Teach For Canada at meetings and events with a high level of confidence and strong communication skills
- Prepare scheduled stakeholder communication, updates, and reports and ensure fulfillment of contracts with government contributors
- Maintain and update data and communication records for relevant provincial and federal government representatives in Salesforce
- Support the Fundraising department's weekly, quarterly, and annual planning and contribute to the development of a multi-year fundraising strategy
- Assist in other elements of fundraising as needed including special projects, administrative support, and other duties as assigned

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
- **You are a builder.** You are self-motivated and love to be challenged. You seek new opportunities and think creatively.
- **You have a proven track record.** You have experience in a related field and have demonstrated an ability to drive impact.
- **You are tenacious.** You grab hold of an idea and refuse to let it go until you've succeeded. You get things done.
- **You communicate clearly and professionally.** You write well and speak authentically. You communicate with confidence.
- **You are a relationship - builder.** You build relationships with ease, you engage others around you, and you are a compelling storyteller.

Application Process

Please send **one** PDF file containing a resume and cover letter addressed to Katie Vander Wielen to apply@teachforcanada.ca by **11:59pm Monday, March 25, 2019**. The successful candidate will be required to apply for and obtain a Police Records Check for the vulnerable sector.

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

