



Donor Stewardship and Fundraising Lead

Full-Time (37.5 hours/week) Permanent Position

Salary: \$78,468–\$88,374 + Comprehensive Benefits

ABOUT IRCOM: IRCOM is a unique model that pairs affordable, safe housing plus wrap-around supports for newcomer families, helping them settle successfully in Winnipeg. We offer a welcoming, inclusive workplace committed to diversity, staff wellness, and Truth and Reconciliation. Join us and feel the rewards of your work on a daily basis.

WHAT IRCOM OFFERS:

- Family-friendly, collaborative environment
- Extended health, dental, LTD, life and AD&D insurance, vision care
- Paid professional development & winter shutdown
- Paid sick and discretionary time, 3 additional holidays/year
- Paid annual subscription to AFP
- RRSP contributions after 1 year

CANDIDATE PROFILE: The ideal candidate for the Donor Stewardship and Fundraising Lead role is a dynamic and seasoned professional with proven senior-level experience in fundraising and marketing within the non-profit sector. They bring a deep commitment to IRCOM's mission and a genuine belief in the strengths and contributions of newcomers to our society. They must not be hesitant about working in, and helping Winnipeg's inner-city thrive. With a positive, optimistic, and energetic approach, they embody a can-do attitude and a "glass half full" mindset, even when navigating the resource and space constraints typical of busy non-profit environments. This individual thrives in diverse, cross-cultural settings, is open to continuous learning, and demonstrates high emotional intelligence. They are warm, approachable, and able to motivate and engage board members, community volunteers, front-line staff and managers in fundraising efforts. Self-directed and extremely resourceful, they are not only strategic but also hands-on, willing to work "on the floor" as well as "in the boardroom," to meet fundraising goals. Above all, they are an excellent problem-solver who brings creativity, resilience, and a collaborative spirit to everything they do.

POSITION PURPOSE AND SUMMARY: This new role offers the opportunity to build IRCOM's fundraising strategy from the ground up, creating and implementing an approach that aligns with our mission and fundraising goals. IRCOM is rich with stories of transformation, and you will help share these through mission-driven storytelling to build awareness, expand our reach, and inspire donor support. As an experienced fundraising professional, you will strengthen donor relationships and drive revenue growth. You'll lead campaigns, events, and communications, working closely with leadership, board members, and volunteers to broaden our base of support, enhance our profile, grow our donor community, and achieve annual targets. This position reports directly to the Executive Director.

With the supervision and support of the Executive Director (ED), the **Donor Stewardship and Fundraising Lead** is responsible for the following:

KEY RESPONSIBILITIES:

- **Fundraising Strategy & Planning**
 - Develop and execute comprehensive fundraising plans, including annual giving strategies and campaign planning.



- Build and manage a donor pipeline to support long-term revenue growth.
- **Donor Relations & Stewardship**
 - Cultivate and steward donors (ongoing, mid-level, major and corporate/foundation partners).
 - Oversee donor communications, gift processing, and acknowledgment in compliance with CRA guidelines.
 - Ensure accurate donor records and confidentiality.
- **Prospect Research**
 - Conduct prospect research to identify new funding opportunities.
- **Events & Campaigns**
 - Plan and manage fundraising events and campaigns to engage donors and raise funds.
 - Coordinate sponsorships and volunteer involvement for events.
- **Communications**
 - Create and oversee donor-centered content across digital and print platforms.
- **Data & Reporting**
 - Manage fundraising CRM for accurate tracking.
 - Monitor budgets, targets, and trends; provide regular reports on progress and impact.
 - Use data analytics to inform strategy and improve outcomes.

REQUIRED QUALIFICATIONS:

- Degree/diploma in Marketing, Communications, Business, or equivalent experience
- 3+ years full-time fundraising experience in non-profit sector, in a lead role
- Proven success with major gifts, donor stewardship, and marketing campaigns
- Proficiency in fundraising software (CRM) and communications software; Microsoft 365; Adobe Creative Suite an asset
- Ability to work effectively with Board of Directors and committees
- Exceptional oral and written skills, with a strong understanding of fundraising and stewardship communication
- Must possess a valid Manitoba Drivers' License
- Maintain a clear Criminal Record and Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS

- CFRE designation (asset)
- Member of the Association of Fundraising Professionals and adherence to its Code of Ethics strongly preferred
- Experience with newcomer communities and diverse workplaces

WORK LOCATION AND SCHEDULE: The **Donor Stewardship and Fundraising Lead** will work out of all IRCOM programming sites. This is a full-time, 37.5 hours per week permanent position. Flexible scheduling may be available, depending on role requirements and organizational needs. Office



hours are generally 9 a.m. to 5 p.m., Monday to Friday. In the first 6 months, most work will be in - person, with an assessment of moving towards hybrid work, after that point. Occasional evening or weekend hours will be required.

WAGE: \$78,468 - \$88,374 annually

BENEFITS: Comprehensive benefits package with extended health, dental, LTD, Life and AD&D insurance
Paid professional development opportunities
Paid time to sit on a relevant community board
Paid sick and discretionary time, 3 flexible statutory holidays/year
Paid winter shut down
Registered Retirement Savings Plan contributions after 1st year
Collaborative, family-friendly and supportive working environment

APPLY: Email cover letter and résumé to hr@ircom.ca. Review begins January 9, 2026 and continues until filled. IRCOM values diversity and encourages applicants from underrepresented groups. Accommodations available upon request.