

Job Title:	Philanthropy Development Agent	Job Category:	Administration
Location:	Beaconsfield Office and Remote work	Travel Requirements:	Montreal West Island
Salary Range:	\$25.00-28.00/hour (dependant on experience)	Job Type:	Permanent Part-time (22.5 hours per week)

ROLE AND RESPONSIBILITIES

Under the direct supervision of the Marketing and Fundraising Manager, the Fundraising Agent’s core purpose is to drive revenue through events, campaigns, donor relationships, and community fundraising. This role involves collaboration with other team members, namely marketing and accounting, as well as program coordinators to identify the needs and support the organization’s mission.

Key Responsibilities:

Fundraising Execution (PRIMARY)

- Plan and deliver yearly fundraising events (Golf, Art Expo, Yoga), support Community fundraisers and Third-party events
- Coordinate volunteers and staff for fundraising events
- Execute approved fundraising campaigns

Donor & Sponsor Relations

- Build and maintain good relationships with donors, sponsors, returning supporters and elected officials so they stay engaged and continue to support the organization
- Contact them directly by emails, calls, personal messages, and offer presentations and in-person meetings
- Personal outreach in complement of the Executive Director’s official physical thank-you letters
- Identify, cultivate, and establish new relationships with prospective donors, partners, and community supporters to expand the organization’s fundraising network.

Grants & Proposals (Execution level)

- Draft grant applications and proposals based on strategy and messaging in collaboration with Manager and Executive Director
- Gather supporting information and reports from Accounting team and Program Coordinators

Fundraising Administration

- Maintain DonorPerfect: Donor data, Sponsorships and Event revenue with Accounting Assistant
- Produce fundraising reports to monitor progress
- Maintain Major Gift working document to strategize requests

Event Communications (SUPPORT)

- Work with Manager on: What messaging is needed; What materials are required
- Focus on content needs, not design or strategy
- Raise Awareness: Participate in various community activities, such as presentations, community booths or networking venues
- Assist in the coordination of the Annual General Meeting and Volunteer recognition event

Qualifications:

Education: Bachelor’s degree (or equivalent) in business, philanthropy or related field.

Experience: Experience in fundraising or related field (2-3 years). Experience in nonprofit sector an asset.

Skills:

- Excellent written and verbal communication skills in French and English (mandatory)
- Relationship-building skills and confident in public speaking
- Proficient in DonorPerfect including online forms and Microsoft Office suite
- Experience in writing grant applications and fundraising letters
- Detail-oriented and able to learn and multi-task
- Ability to contribute effectively within team environment while taking ownership of tasks and working independently
- Strong organizational and project management abilities, with the capacity to manage multiple fundraising initiatives simultaneously

Additional Requirements:

- Guided by a sincere passion to make a positive impact and to help advance the NOVA mission to provide Compassionate Community Care
- Positive, adaptable and resourceful attitude
- Ability to work occasional evenings and weekends for events and deadlines

ADDITIONAL NOTES

This job description outlines the essential duties and qualifications for the position of Fundraising Agent. The ideal candidate will be a dynamic and strategic thinker with a passion for nonprofit work and a proven track record in fundraising.

HOW TO APPLY:

SUBMIT YOUR CV AND COVER LETTER TO LBOISSONNEAULT@NOVAWI.ORG

WE ARE LOOKING TO ONBOARD A CANDIDATE AT THE EARLIEST OPPORTUNITY.

WE LOOK FORWARD TO HEARING FROM YOU!

Approved by :	Marie-France Juneau	Date :	February 24, 2026
Last Update by :	Louise Boissonneault	Date :	April 10, 2026