



The Pulmonary Hypertension Association of Canada (PHA Canada) is seeking a diligent, organized, and service-oriented team player with a talent for juggling multiple priorities for the permanent, full-time position of **Fund Development Specialist**. The ideal candidate will possess enthusiasm for our mission, superior organizational and management skills, and the ability to develop and implement effective fund development strategies. As a key player on our small team, this role requires the ability to work collaboratively with others over a distance, manage competing priorities, and adapt to a fast-paced, nonprofit work environment.

Pulmonary hypertension (PH) is a serious and progressive disease affecting the arteries of the lungs that can lead to right-heart failure. PHA Canada exists to empower the pulmonary hypertension community through support, education, advocacy, awareness, and research. In collaboration with all Canadians affected by pulmonary hypertension—including those living with PH, their caregivers, and health care providers—we aim to improve the lives of patients and caregivers and increase the visibility of PH in Canada. Established in 2008, PHA Canada is a federally registered charity based in Vancouver, BC; we have been accredited by the [Imagine Canada Standards Program](#) since 2015.

Working under the supervision of the Director, Operations & Development, this position is responsible for supporting the development and implementation of short and long-term fundraising strategies that cultivate a culture of philanthropy in support of our mission. This includes outreach to current and prospective donors/supporters, donor cultivation and solicitation, donor recognition and stewardship, proposal writing, and developing fundraising collateral/resources.

Primary Responsibilities:

- Works collaboratively with the Director, Operations & Development, and other staff to develop an annual work plan to execute strategic priorities established by the Board of Directors, ensuring alignment with fund development goals.
- Manages the development and implementation of PHA Canada's fund development plans, encompassing various fundraising avenues such as annual, monthly, and planned giving, direct appeals, third-party and peer-to-peer fundraising, corporate partnerships/sponsorships, and grant writing, etc.
- Conducts research to identify new donor prospects and cultivates relationships with individuals, corporations, and foundations. Actively solicits support from these entities, including event and program sponsorships, while focusing on major and planned giving opportunities.
- Cultivates and stewards relationships with individuals interested in planned giving, including bequests, charitable gift annuities, and other deferred giving options to ensure a robust pipeline of future support for the organization's mission.
- Collaborates on fundraising communications, including funding appeals, grant proposals, donor correspondence, briefing notes, stewardship reports, and relevant policies and procedures, ensuring consistent messaging that resonates with donors and prospects.
- Coordinates a fund development committee comprised of board members, staff, and key stakeholders to develop and lead fundraising initiatives.
- Collaborates with the Operations & Development Director to establish and track key performance indicators related to fundraising goals, donor engagement, and revenue generation, regularly evaluating the effectiveness of fund development strategies and adjusting tactics as needed to optimize results.
- Assists with administrative tasks as required, such as volunteer recognition initiatives and distributing materials, to support overall fund development efforts and organizational objectives.

Qualifications & Experience:

- Minimum five years of experience in a non-profit fundraising position; experience in the community-based health sector is an asset
- Demonstrated ability to assess fundraising trends and develop successful strategies for raising revenues
- Exceptional relationship management and donor stewardship skills



- Strong verbal and written communication skills, including experience with donor and strategic communications
- Ability to work both independently and as part of a team; ability to work collaboratively with people from different backgrounds; additional languages (especially French) are an asset
- Experience working with databases, including strategic use of donor data; preference is given to candidates familiar with Little Green Light
- Highly proficient computer skills – Microsoft Office, database software, etc.
- Willingness to travel across Canada to attend events, meetings, etc. (when permitted)
- Certified Fund Raising Executive (CFRE) or equivalent strongly preferred

Compensation & Hours:

This is a permanent full-time position of **37.5 hours per week**. This position will work-from-home with a preference for candidates in the greater Toronto area. This position requires a Canadian residency and work status. It pays an annual salary of \$75,000 - \$80,000 plus benefits and a minimum of two weeks (10 days) of vacation. PHA Canada strives to provide a flexible and enriching work environment that provides opportunities for both professional development and work/life balance. This position will be permitted a flexible work schedule; however, some additional evening/weekend hours may be required during special events/projects.

How to Apply:

Applications are being accepted at jobapplications@phacanada.ca. Preference will be given to candidates who include a cover letter expressing why they are interested in this position and working with PHA Canada.

PHA Canada is an equal-opportunity employer. Applications from members of visible and invisible minority communities are encouraged. Special consideration will be given to applications received from self-identified persons with disabilities/chronic illness.

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS

POSITION WILL REMAIN OPEN UNTIL FILLED