

Now Hiring: Business Development Specialist

The Brain Injury Association of Peel and Halton (BIAPH) is a non-profit organization which advocates for Acquired Brain Injury (ABI) survivors and their families. We facilitate measures to promote the prevention of brain injury, improve quality/care of life, as well as provide education, and resources to our members and the community.

The **Business Development Specialist** will report to the Director of Operations and work collaboratively with all members of the BIAPH Team and Board of Directors, to research, develop, facilitate and manage fundraising strategies, as well as secure community and corporate partnerships. These strategies must enable the organization to achieve our fundraising targets, while engaging with existing and new partners, stakeholders, and donors. The Business Development Specialist is responsible for ensuring the strategies proposed and executed are sustainable and effective — some data collection and data management is required.

As a Business Development Specialist, substantial fundraising, partnership development, and marketing experience is necessary. The successful candidate will have a talent for building relationships, and a proven track record in securing partnerships which lead to avenues for greater fundraising initiatives and successful achievement of fundraising targets. The Business Development Specialist must also have excellent communication, organizational and follow through skills, as well as be able to develop and communicate ideas, plans and processes.

This is a full-time, work-from-home position, with occasional mandatory in-person activities.

Contract Start Date: As soon as possible

Contract End Date: September 27th, 2024

Hourly Wage: \$45.00

Hours per Week: 37

To apply, please submit your resume and cover-letter to Nichola Nonis, Director of Operations at nnonis@biaph.com.

Your responsibilities will include:

- Conducting research on potential partners to identify fundraising opportunities, partner priorities, and to assess the suitability of a partnership with BIAPH.
- Work collaboratively to initiate, facilitate, and lead strategic relationships and partnerships that will help the organization raise funds, sustain current programs, and develop new programs.
- Oversee and manage the existing portfolio of donors; engage, develop relationships, and identify opportunities for growth and greater partnership.
- Independently develop, communicate and deliver compelling partnership proposals and reports to BIAPH's Board of Directors, partners, and key prospects.
- Assess current fundraising tactics and provide recommendations and long term strategies to increase community and donor engagement, and achieve organizational goals.
- Develop and implement marketing strategies; monthly marketing campaigns, stewardship events and targeted reporting.
- Effectively manage the donor base, and use this database to develop strategic and innovative ideas for partnerships and stewardship engagement.

Essential Qualifications:

- Bondable and Eligible to work in Canada.
- Ability to travel to attend in-person BIAPH events hosted in the Peel-Halton region.
- Proof of COVID-19 vaccination will be required prior to the commencement of this position.
- A criminal record check (vulnerable sector) will be required for this position. The cost of the check will be reimbursed by BIAPH.
- Minimum 5 years of relevant experience in marketing, business development, and fundraising.
- Experience identifying and securing partnerships with private, government and/or NGO sector partners.
- Experience developing and executing strategic marketing plans and campaigns.
- Demonstrable ability to evaluate existing initiatives and programmes; develop and deliver new initiatives that build on their successes.
- Highly self-motivated and able to work independently, take initiative and make decisions.
- Ability to effectively disseminate information to large and diverse groups.
- Strong communicator and listener, able to organize thoughts and communicate concisely verbally and in writing.
- Strong attention to detail, organized, able to manage and complete tasks with minimal supervision.
- Advanced knowledge of Microsoft Office and Google Suite (Excel, Google Sheets, Docs).