

## INTERNAL & EXTERNAL JOB POSTING

### Fund Development Lead

**The Fund Development Lead**, Department of Finance, plays a critical role in advancing ISANS' mission of helping immigrants and refugees build successful lives in Nova Scotia. This position is responsible for leading the development of ISANS' fund development strategy, identifying, cultivating, soliciting, and stewarding major gift donors, foundations, corporations, and government funding partners. The incumbent will lead proactive grant sourcing and proposal development, build strong donor relationships, and support the long-term sustainability of ISANS' programs, services, and strategic initiatives. Reporting to Director, Finance, this position will:

#### Duties & Responsibilities:

##### 1. Major Gift Development (Individual & Corporate Donors)

- Build and manage a portfolio of major gift prospects and donors.
- Develop and implement cultivation and solicitation strategies.
- Conduct donor research and prepare briefing notes.
- Deliver compelling cases for support aligned with ISANS' priorities.
- Track donor engagements and maintain CRM records.
- Develop stewardship plans to ensure long-term engagement.

##### 2. Grant Sourcing, Writing & Management

- Research and identify funding opportunities from foundations, corporations, and government programs.
- Lead high-quality grant proposal development.
- Develop a grant calendar and manage reporting deadlines.
- Produce accurate interim and final funder reports.
- Monitor trends in settlement, social impact, and related funding sectors.

##### 3. Relationship Building & External Engagement

- Represent ISANS at community events and funder meetings.
- Build strong relationships with donors and stakeholders.
- Collaborate internally to align proposals with organizational needs.

##### 4. Strategic Contribution

- Lead the development of ISANS' fund development strategy.
- Contribute to revenue forecasting.
- Provide insights on philanthropic and major gift trends
- Guide the organization on the use of innovative technologies such as AI to advance efficient fund development processes.

##### 5. Communications & Donor Materials

- Prepare high-quality donor-facing materials.
- Collaborate with communications staff on messaging and donor recognition.

#### The ideal candidate for this position will have the following:

##### Required:

- Bachelor's degree or diploma in a relevant field or equivalent experience.
- 5+ years of fundraising experience focused on major gifts or grants.
- Track record of securing significant contributions.
- Strong grant writing and proposal development skills.
- Excellent interpersonal and cross-cultural communication abilities.
- Strong organizational skills and deadline management.

- Experience with Donor management and CRM/database systems.

**Preferred:**

- Experience in nonprofit, charity or immigration/settlement sector.
- Knowledge of fundraising ethics and best practices.
- Experience working with diverse communities.

**Competencies:**

- Donor-focused mindset
- Strategic thinker
- Relationship-driven communicator
- Collaborative and inclusive
- Skilled writer with accuracy and detail
- Results-oriented and resilient

**ISANS Core Competencies**

**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

**Collaboration**

- Working collaboratively with others across the organization to achieve shared objectives

**Continuous Learning**

- Continually seeking new knowledge and skills, as well as developing existing capabilities

**Innovative Thinking**

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

**Accountability**

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

**Respect**

- Actively encouraging an environment of fairness, honesty and integrity for all

**Terms of Employment:**

- Indefinite-term contract
- Full-time 35 hours per week, some evenings may be needed
- Hybrid environment; occasional evenings/weekends.
- Local travel for donor and community meetings.

**Commencement Date:** ASAP

**Closing Date:** Tuesday March 23, 2026 at 4:00pm

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line. Employee referrals are encouraged.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

**We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.**