



Contract Opportunity – Strategic Fundraising Consultant

About Capital Rainbow Refuge

Capital Rainbow Refuge/Refuge arc-en-ciel de la capitale (CRR) is a volunteer-based organization engaged in leveraging a safe haven for lesbian, gay, bisexual, transgender, queer, intersex (LGBTQ) refugees who are fleeing persecution due to sexual orientation, gender identity and expression, or HIV+ status. Since 2010, CRR has provided income and community support to help settle hundreds of LGBTQ refugees in Ottawa.

In the past decade, CRR has supported LGBTQ refugees through Canada's private sponsorship of refugees program. CRR has successfully identified and resettled LGBTQ refugees, often at imminent risk of losing their lives because of life-threatening homophobia/transphobia in their home countries. Additionally, through the joint assistance sponsorship program, which requires a two-year commitment rather than one, we have sponsored LGBTQ refugees with additional vulnerabilities due to trauma, torture, lack of English language skills, illiteracy, and disability.

After arriving in Canada, LGBTQ refugees often feel unsafe within their own ethnocultural communities and may experience heightened mental health challenges. Though globally Canada has a solid reputation for upholding human rights, LGBTQ refugees may experience homophobia, transphobia, and xenophobia after resettling. CRR aims to provide them with space and opportunity to heal from trauma, rebuild their confidence, and empower them to carry out their lives in safety and with dignity. Many LGBTQ refugees consider CRR as their lifeline and the volunteers as their family.

SCOPE OF THE WORK

The consultant will work with a team within CRR to consult and develop a draft fundraising plan leading to a final report. The Strategic Fundraising Plan will be adopted at Capital Rainbow Refuge's first Annual General Meeting in June 2021.

As a newly incorporated not-for-profit corporation, CRR would like to ensure that our fundraising and financial planning activities are best suited to meet the needs of LGBTQI refugees, newcomers, and our private sponsorship groups. The audience for donations is generally the National Capital Region/Eastern Ontario.

PRINCIPAL RESPONSIBILITIES

- Develop diverse, fundraising, practical programs for the not-for-profit corporation including but not limited to the following:
 - corporations
 - direct mail
 - donor levels (less than \$1000, major donors \$1000 and over, planned giving)
 - e-appeals
 - education
 - foundations
- Support the planning and delivery of practical fundraising events as templates for our sponsor groups:
 - Annual Middle East Soirée (takes place in November)
 - garage sales
 - film nights
 - auctions (in-person/online)
 - restaurant events
 - Swim-Eau-thon
 - trivia night
 - wine & cheese
- Support the development of long-term sustainable funding through:
 - grants
 - honouring gifts (in memory of, special occasions such as anniversaries, birthdays, etc.)
 - monthly giving
 - partnerships with funders
- Identify/research new fundraising opportunities.

DECISION-MAKING

The consultant reports directly to the Administrator, with final decision-making with the Coordinator (CRR). CRR will provide a fundraising committee for feedback. The Board decides on the final plan. These (with the Coordinator) could be daily meetings or ones at a prescribed time.

REQUIREMENTS

The consultant will have demonstrated experience with the following,

- developed fundraising performance in planning/reporting/researching
- LGBTQI proven relations
- people skills (spoken/written): including being good listener who is tactful

- proficiency in programs such as Word and standard office equipment

WORKING CONDITIONS

- Capital Rainbow Refuge currently operates remotely, with regular meetings via Zoom; all staff adhere to public health and safety guidelines
- Hours are flexible and may include meetings during evenings and weekends

REMUNERATION

- The total budget for this contract is \$4500.00

TIMELINE

- Start date April 1, 2021
- Work plan by April 5, 2021
- Draft strategic plan April 9, 2021
- Integration of feedback by April 23, 2021
- Final report May 24, 2021

HOW TO APPLY

Send Cover letter and Resume to admin@capitalrainbow.ca by March 26th, 2021