Ratanak International  
International Headquarters, Burnaby, British Columbia  
Donor Relations Manager (Full-Time)

Each year in Cambodia, thousands are trafficked and exploited. We are working with Cambodians to restore those robbed of freedom and protect the vulnerable. Would you consider joining us in this freedom movement?

Ratanak International is a Christian organization that works exclusively in Cambodia to assist survivors of human trafficking and exploitation on their road to freedom and restoration. We see a Cambodia where every individual can live in dignity, achieve their full potential and experience the love and hope of Jesus Christ.

We are seeking a skilled, creative, committed and passionate person to provide outstanding services as our Donor Relations Manager within our International Headquarters Office in Burnaby, BC. We are looking for someone who desires to use their skills to make a difference and resonates with Ratanak International's vision, mission and values in serving Cambodia.

Role Description:

The Donor Relations Manager is responsible for developing and implementing Ratanak International's donor relations strategy. A successful candidate will work directly with corporate, institutional, church and individual donors to maintain and grow existing donor relationships and establish new donor relationships, leading to quantifiable growth in the success of Ratanak International's fundraising and awareness efforts for our projects in Cambodia. This includes meeting directly with existing or prospective donors and effectively communicating Ratanak International's mission, vision, and ongoing work in Cambodia. This may involve travel to Cambodia with donors or public speaking opportunities at key events as required. Other key responsibilities for the Donor Relations Manager position involve collaboration on a variety of fundraising activities, including creating donor tools, donor database analysis, strategic event planning, leadership for grant research, application writing and reporting, stewardship support for all donor segments, and donor appreciation initiatives.

Qualifications:

As an applicant, you feel confident in your ability to communicate with donors both verbally and in writing. You are keen to conceptualise and create a donor relations strategy and have a proven track record in implementing strategies that result in funding growth. Not only are you knowledgeable about a range of fundraising approaches, but you also have good understanding of the charitable sector including fundraising best practices and regulations. You are an efficient and organized person who can manage projects and meet various deadlines. You are comfortable to work in a faith-based environment and as an active part of a small, collaborative and fun-loving team.

You have at least 3-5 years of work experience in a role focused on fundraising, donor development, grant writing or marketing. Experience working for a non-profit or charity is an asset. Completion of a post-secondary certificate, diploma, or degree program is required
**Scheduling and Remuneration:**

This is a full-time position (5-days per week), commencing July 2022. The gross salary range for this position is $61,000 - $69,000 per year (commensurate with experience) based on a workweek of 40 hours per week with access to a comprehensive group benefits package. Candidates must be comfortable with periodic domestic and international travel for work purposes.

**Application Process:**

Candidates are required to submit their resume with cover letter to office@ratanak.org no later than **9:00am, Monday, June 13.**

We appreciate all applications; however only those considered for an interview will be contacted further.