



Fundraising Specialist

Full-Time Contract | Remote (Canada) | Until March 31, 2027 (with possibility of renewal)

About CAEFS

The Canadian Association of Elizabeth Fry Societies (CAEFS) is Canada's leading national organization supporting women and gender-diverse people impacted by criminalization. Founded in 1978, CAEFS is a national office team that supports a network of 22 Elizabeth Fry Societies across the country.

Our vision is *a world without prisons, with strong and well-resourced communities for everyone*. Our work addresses the persistent ways in which women and gender-diverse people impacted by criminalization are denied humanity and excluded from community.

CAEFS understands that true public safety is built through equity, community investment, and the dismantling of systems that disproportionately harm Indigenous women, Black women, and other marginalized people. Our approach to this work is grounded in feminist analysis and a commitment to structural change.

The Opportunity

CAEFS is seeking an experienced Fundraising Specialist to join our national office team on a full-time contract basis through March 31, 2027, with the possibility of renewal. This is a newly created in-house position designed to strengthen and diversify CAEFS's revenue base so that our advocacy, legal work, and community programming can grow on a sustainable foundation.

The successful candidate will bring deep experience in the civil society non-profit sector and a proven track record of building diversified revenue streams—from individual giving and major gifts to foundations, government grants, and earned revenue strategies. Critically, they will share CAEFS's values: a feminist lens, a commitment to anti-racism and anti-oppression, and a belief that public safety is best achieved through support, community, and justice.

Key Responsibilities

Revenue Strategy & Diversification

- Conduct a fundraising audit and develop a multi-year revenue diversification strategy aligned with CAEFS's mission and capacity.



- Identify and pursue new funding streams including individual donors, major gifts, planned giving, foundations, corporate partnerships, and earned revenue opportunities.
- Work with the leadership team to reduce dependence on any single revenue source and build financial resilience.

Donor Cultivation & Stewardship

- Build and manage a portfolio of individual donors and prospects, with particular attention to major and mid-level giving.
- Develop and implement a donor communications and stewardship plan, including appeals, newsletters, impact reports, and acknowledgement processes.
- Lead CAEFS's annual giving campaigns and digital fundraising initiatives.

Grants & Foundation Relations

- Research and identify grant opportunities from foundations, corporations, and government funders.
- Lead or support the development of compelling grant proposals and funding applications in partnership with program staff.
- Manage grant reporting timelines and funder relationships.

Data, Systems & Reporting

- Establish or strengthen CRM and donor database systems to support fundraising operations.
- Track and report on fundraising metrics, goals, and outcomes to staff and Board.
- Ensure fundraising practices comply with CRA charitable fundraising regulations.

Qualifications

Required

- Minimum 5 years of progressive fundraising experience in the civil society non-profit sector.
- Demonstrated success in diversifying revenue streams across multiple channels (individual, foundation, government, corporate).
- Experience building fundraising programs, ideally including establishing new systems or rebuilding existing ones.
- A feminist lens and demonstrated commitment to anti-oppression, anti-racism, and social justice principles.
- Strong written communication skills with the ability to develop compelling donor-facing materials.
- Alignment with CAEFS's vision of public safety achieved through community investment and decarceration, not surveillance and imprisonment.
- Ability to work independently and remotely as part of a small, mission-driven national team.

Preferred / Assets

- Bilingual in English and French.



- Experience with organizations working on criminal legal reform, gender justice, Indigenous rights, or related areas.
- Familiarity with CRA charitable sector regulations and fundraising compliance.
- Experience with CRM systems
- Certification or training in fundraising

Working at CAEFS

CAEFS is a small, committed national office team. We work remotely from across the country and are grounded in feminist, anti-oppression values in how we work internally as well as externally. We are committed to creating a workplace that reflects the communities we serve.

We particularly encourage applications from:

- Indigenous women and gender-diverse people
- Black women and gender-diverse people
- Women and gender-diverse people with lived experience of criminalization
- Women and gender-diverse people from racialized and equity-seeking communities

Position Details

Employment type: Full-time contract

Contract duration: To March 31, 2027, with the possibility of renewal contingent on funding availability

Location: Remote — open to candidates across Canada

Compensation: Commensurate with experience

Language: English required; French an asset

How to Apply

Please submit a cover letter and resume to **admin@caefs.ca** with the subject line “Fundraising Specialist – [Your Name].”

Your cover letter should speak to your experience diversifying revenue in a civil society organization, your feminist lens and alignment with CAEFS’s values, and what draws you to this work. Applications will be reviewed on a rolling basis.

Accommodations are available throughout the recruitment process. Please let us know if you require any.

