

Job Description

We are looking for a person who is enthusiastic about International development projects and fundraising. Willing to contribute and love being connected with others by sharing Good Neighbors Community projects to shareholders. Result oriented, Motivated and well organized individuals.

Job Summary

The key role of the Project manager Toronto office is to represent the organization by creating the fund opportunities for our partner countries projects and set up the new operation office in new location. This includes forming and affirming existing ties within the community to build on the potential funding base. The candidate will engage in a team approach and thereby strengthen our organization's capacity as a whole.

Job Duties

PERSONNEL MANAGEMENT:

Hire and supervise administrative and support staff when needed.

Write and revise, as necessary, the job descriptions for all staff (except executive director) within the regional office.

Prepare yearly plan of action and mid- long term performance plan and evaluations and submit in the given due date to the global internal system.

COMMUNITY AND PUBLIC RELATIONS:

Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the Good Neighbors International development program and its goals and activities.

Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other government agencies and community service organizations

Oversee release of press packets and news releases, and follow-up of any media coverage.

Be available for public speaking engagements if required

PROGRAM PLANNING:

Develop, implement and operate national wise campaign

Develop and implement a fund raising strategic plan to raise annual funds for operational costs.

Develop, implement, and maintain tracking systems and/or for both volunteer and caseload files.

Develop and initiate time-oriented strategic plans to establish agency goals (e.g., 1-year, 5-year, 10-year plans).

Review program/agency progress and compare to goals and objectives.

Assure office compliance with Global Partnership centre requirement.

Attend and work with Good Neighbors International through conferences and meetings if required.

FUNDRAISING

Plan various fundraising event and correspondence leading up fundraising events and follow up

Supervising site logistics and managing volunteers, donors, staff and vendors

FISCAL MANAGEMENT:

Manage day-to-day fiscal operations.

Submit monthly and quarterly financial reports to grantors (as required).

Submit bills and expenditures to the Head office finance staff for reimbursement and accounting.

Assist in developing organization monthly/annual budget.

QUALIFICATIONS:

Master or Bachelor's degree in Business or Public Administration with minimum of 5 years related experience in fundraising, non-profit, or start ups

or

Master's or Bachelor's degree in social work, International Development study or related area with requisite experience in community development programs or division involved in human social services. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, network and program planning, and public relations. Previous experience working with volunteers and knowledge and understanding of sustainable development and child right, Global poverty issue, and other social services skills are given priority.

Asset

Excellent command / highly proficient in spoken and written English

Further information about the organization please visit

www.gncanada.ca

Our History

Good Neighbors is an international humanitarian development non-governmental organization (NGO) founded in South Korea in 1991. After 5 years, we obtained consultative status with the United Nation's Economic and Social Council (UNECOSOC). From the establishment of Bangladesh's overseas relief development project in 1992, we have provided assistance to individuals regardless of race, religion, ideology or region.

As of 2017, Good Neighbors has actively engaged in relief development projects in 37 overseas countries and has grown into a global NGO. In 2011, we officially partnered with the World Food Program (WFP). We specialize in international community development projects involving health, education, advocacy, and socioeconomic development to establish a better, sustainable future for a global community. Good Neighbors International received the Millennium Development Goals (MDG) Award for its achievements in the development of universal primary education.

Good Neighbors Canada launched in March 2017. We focus on fundraising, volunteer programs, and global development campaigns to support field countries projects. Under the Good Neighbors' international governance, we focus on fundraising, volunteer programs, and global development campaigns to support field projects. Currently we are striving to raise fund for Uganda Girls for cloth pad which will produce in Uganda women cooperative, water well in Zambia, child development in Dominican republic and other social enterprise support in Mongolia.

If you think you are the suitable candidate, please apply to h.cho@gncanada.ca with your motivation letter and resume.

Only qualified candidates will be contacted via email for an interview.

Thank you

Job Types: Full Time.

Work hours : 8:30AM - 4:30PM (including 30 minutes paid lunch time)