



Volunteer Role: Donor Relations and Engagement Officer

The Role

The Donor Relations and Engagement Officer plays a pivotal role in fostering meaningful connections and partnerships for the *Canadian Journal of Emergency Management (CJEM)*. Reporting to both the Manager of Operations & Planning and the Manager of Communications & Engagement, this position is integral to driving the journal's fundraising efforts, donor relations strategies, and stakeholder engagement initiatives. By collaborating closely with internal teams and external partners, the Donor Relations and Engagement Officer contributes to the sustainability and growth of CJEM's operations, ensuring its continued impact in the field of emergency management.

Duties

- Develop and implement business operations strategies, processes, and other action plans.
- Track, report on, and follow-up on business program, and project-level accountabilities and responsibilities through detailed action tracking and documentation.
- Engage and maintain relationships with CJEM partners from various academic, governmental, private, and other sectors.
- Support information management for CJEM's business records.
- Regular meet with the Manager of Operations & Planning and/or Manager of Communications & Engagement to provide updates and consult on business matters.

Competencies/Experience

- Enrolment in or completion of a graduate degree is an asset.
- A minimum of two years of work or study experience in general academia, public policy, journalism, or disaster and emergency management anywhere in Canada.
- Strong competency with word processing and file sharing portals.
- Strong competency in/aptitude for quality control or business processes.
- Strong, professional, clear, and concise verbal and written communication skills.
- Experience working virtually and/or across time zones is an asset.

Engagement Type

This is a volunteer role with no compensation or benefits. We employ an internal strategy for volunteer management to add value to the volunteer experience. We ask for a long-term commitment (at least one year) from all applicants.

Equity and Inclusion

Read our values statements on [our website](#).

Application and Process

- Update your LinkedIn profile.
- Submit a one-page PDF copy of your cover letter outlining why you want this role, how you meet the qualifications and a link to your LinkedIn profile.

Canadian Journal of
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- **Closing date: May 31, 2024.** Cover letters and profiles will be screened based on how they match competencies of the role.
- All applicants will be contacted by mid-June.
- We will conduct up to two virtual interviews for the role. Check your spam folder regularly for correspondence.

To submit your application or for more information on the position, please email:
staff@cdnjem.ca.