



Job Posting – Relationship Development Officer

VALUING LIVED EXPERIENCE

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving groups including but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

SUMMARY

The Relationship Development Officer is responsible for securing growing income for Ecology Action Centre through the stewardship and support of our mid level donors, annual campaigns, third party fundraising activities and events. This individual will be passionate about fundraising, stewardship and eager to support EAC's vision and mission.

POSITION FOCUS

Contribute towards overall Membership and Fundraising team targets by achieving personal goals related to:

- The Ecology Action Centre's Sustainability Allies program; peer-to-peer fundraising; business relationships; events; online fundraising and social media; retention and maintenance of existing relationships.

RESPONSIBILITIES

- Foster positive relations with potential or existing EAC members and donors over the phone as well as in person, informing them about EAC's work, encouraging continued support and securing donations.
- Grow and steward our Sustainability Allies program through relationship development and support of current partners, and ongoing lead generation of new opportunities.
- Stay well informed on the work of EAC project staff in order to act as an EAC ambassador in the community.
- Work with the Events and Volunteer Officer to Identify and develop local business leads and partnerships to maximize income potential for events and other fundraising activities.
- Help supporting the Membership Team with stewardship strategies and activities



- Provide support for a variety of donor-related events and projects ensuring key performance indicators are clear, proactive monitoring occurs to help identify potential challenges causing revenue targets to be at risk
- Support, nurture and develop business relationships, and be responsible for all stewardship activities for mid-level donors, including acknowledgement letters and donor recognitions.
- Cultivate new and repeat sponsorship prospects to generate revenue
- Continue to promote and grow EAC's participation in the 1% for the Planet program
- Conducts oneself professionally, establishing and maintaining professional boundaries
- Keeps up to date on fundraising approaches, donor engagement strategies, identifying and sharing trends among the fundraising team.
- Work with the Database to maintain accurate membership and donor records while identifying opportunities to improve systems and increase the team's efficiency.
- Partners with the communications team to develop content and messaging of written and online materials
- Support the Community Giving Manager
- Other responsibilities, as they may arise, in support of the overall goals of the organization

QUALIFICATION, QUALITIES and EXPECTATIONS

- At least 2 years of work experience and/or education in related field such as business administration, communications, fundraising, project coordination in either a business or non-profit organization
- Proven track record of successfully meeting targets
- Excellent relationship building skills with an ability to build rapport over the phone and deal with rejection without becoming discouraged
- Willingness to receive feedback and advice to improve your performance
- Positive attitude, professional and self-driven
- Ability to work remotely
- Knowledge and demonstrated expertise in a Customer Relations Management system, with a preference for experience with a donor relations software product
- Attention to detail and accuracy in all aspects of your work
- Excellent written, verbal communication and interpersonal skills
- Experience with event planning and coordinating activities
- Demonstrated ability to work independently and effectively allocate your time to complete important productive tasks
- Strong organizational and priority settings skills
- Contribute to a collaborative team environment with an ability to communicate with diverse groups
- Demonstrated expertise with Microsoft 365 Office products - especially Word, Excel, Outlook, PowerPoint and SharePoint
- Comfortable and willingness to learn new technology as needed



OTHER SKILLS AND REQUIREMENTS (Considered an asset)

- Previous experience in canvassing, campaign, fundraising, customer service or telemarketing
- Familiarity with and/or interest in development, and/or non-profit management
- Available some evenings and weekends and willingness for some travel if needed

ROLE SPECIFIC COMPETENCIES

Collaboration: Works productively with diverse individuals to target and achieve optimal results through consensus building.

Communication: Effective listener & clear communicator with excellent written and verbal skills.

Self-Motivated: Works well independently, takes initiative, and adapts work schedule as required.

Efficiency/Prioritizing/Time Management: Dealing with requests – competing timelines & priorities; the ability to complete tasks efficiently, finding ways to accomplish the most with available time and resource

Listening, Understanding and Responding: Interacts effectively with other individuals and groups. It is the ability to accurately listen, understand and respond appropriately and effectively when interacting with individuals and groups.

Problem Solving/Analytical: Anticipates, identifies, and defines problems, seeking root causes and developing/implementing timely, practical solutions. Positive problem-solving attitude, high analytical ability, and results driven.

Flexibility/Adaptability: Able to alter behavior, opinions in the light of new information, changing situations, and/or different environments and can quickly shift focus or activities and willing to easily accept or respond to changing priorities of job or organization.

TERMS OF EMPLOYMENT

- Full-time position with flexible hours within a 4-day work week, totaling 30 hours/week. Monday-to-Thursday schedule, with some exceptions. Learn more about our 4-day work week [here](#).
- Hybrid work environment requiring 1-2 days a week at our office in Halifax's North End.
- Salary of \$43, 680 - \$55, 364 yearly.
- 3 weeks paid vacation per year (pro-rated for the 4-day work week), 1 week of paid time off during the winter office closure in December, 12 paid holidays (12 per year) and paid wellness days (10 per year)
- Cost-shared benefits plan

TO APPLY

Please submit your resume and cover letter – [Apply Here](#). The closing date is **Sunday, May 11, 2025**. We thank everyone who applied; however, we will only be contacting those who will be interviewed.