



## **Who we are**

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

## **What we are looking for**

### **Project Leader, Capital Fundraising (8-month contract)**

The Project Leader, Capital Fundraising is a dynamic and creative fundraiser responsible for securing new sponsors, donors and income, executing fundraising programs and events, developing relationships and expanding Capital and Tennis Development major donors and giving. The Project Leader, Capital Fundraising is responsible for implementing and completing a two-million-dollar capital and program fundraising campaign for a new regional tennis centre in Halifax, Nova Scotia. The Project Leader, Capital Fundraising is responsible for all aspects of capital project-related donor and donor database management, prospect and lead generation, donor and gift reporting, creation of acknowledgement letters, data entry, filing/record keeping, in addition to other administrative duties. This role supports all aspects of Tennis Development's facilities development projects.

- Develop a capital fundraising plan for the Nova Scotia Regional Tennis Development Centre, in partnership with Tennis Canada's local champion's, Fundraising and Tennis Development staff;
- Develop and support a major donor program and an annual giving plan;
- Create fundraising opportunities through various business development techniques including prospecting, cultivating, targeted follow-up, new lead generation, stewardship of an existing prospect list, leveraging existing donors, etc.;
- Networks with other local fundraisers in Halifax and Atlantic Canada to keep apprised of community issues/needs;
- Manage fiscal accountability for revenue requirements;
- Develop budgets for events;
- Deliver organized, structured, and persuasive presentations, using effective written and verbal communication;
- Develop materials to support meetings, events and cultivation using appropriate software;
- Provide administrative support to local champions and senior staff delivering fundraising presentations;
- Work with Provincial Tennis Associations to help support provincial events.

## **Who you are**

- Bachelor's degree in relevant field;
- 4-7 years of fundraising experience, including 1-3 working in the non-profit sector;
- Ability to have a flexible schedule and work varying hours;



- Exemplary verbal and written communication skills;
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Well-developed time-management skills;
- Excellent interpersonal skills with the ability to build partnerships and generate funding commitments;
- Self-starting and goal-oriented; able to prioritize projects and meet deadlines;
- Fully bilingual in English and French (asset);
- Direct capital campaign experience (asset);
- Experience and/or knowledge of major gift and capital campaign fundraising (asset).

### **What's in it for you**

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

### **Interested?**

Send us your resume at [resumes@tenniscanada.com](mailto:resumes@tenniscanada.com).