



## Manager of Volunteer Relations

**Position Details:** Full Time Permanent, New Position

**Starting Salary:** starting at \$67,100 (based on a 35-hour work week and commensurate with individual education and experience, as it relates to the position).

**Location:** Remote in Quebec or Hybrid in Quebec City, Quebec

**Closing Deadline:** June 6, 2025 (11:59PM EDT)

### Who We Are

Ducks Unlimited Canada (DUC), one of the nation's leading conservation organizations, is a passionate community of people who believe that nature is the foundation of strong communities, a prosperous economy and a sustainable future that supports the hopes and dreams of the next generation. Together, we conserve and restore some of the most valuable and threatened landscapes on the planet.

### What You Will Do

The Manager of Volunteer Relations (MVR) is primarily responsible for actively growing DUC's Volunteer network in their province through recruitment and retention. This role will develop and maintain strong relationships with volunteers; identifying and building linkages that will strengthen DUC's ability to raise funds, participate in outreach or other activities that benefit all DUC programs in their region.

Responsibilities include but are not limited to:

- Achieve unrestricted revenue for DUC through traditional and non-traditional volunteer-led fundraising events and initiatives as laid out in the annual performance plan.
- Develop and implement fundraising strategies within their assigned territory in alignment with the DUC strategic plan.
- Establish and maintain a network of industry contacts within the assigned province to help facilitate support and revenue generation for activities in the province.
- Identify new and innovative growth opportunities for volunteers that support provincial and national fundraising goals.
- Support volunteers in leading various fundraising and stewardship activities.
- Regularly conduct in-person visits, personalized phone calls, and one on one communications with DUC volunteers to ensure their DUC volunteer experience aligns with their objectives.
- Enable and empower DUC volunteers to raise unrestricted revenue for DUC through Do-it-Yourself (DIY), Third Party, Peer-to-Peer (P2P) and other fundraising events, which include but are not limited to dinners/banquets.
- Work with team members within and across departments to determine the effective methods of support and communication for the volunteers and supporters.

### Requirements

- At least 3 years of experience in not-for-profit fundraising events including but not limited to dinners and banquets, marketing, sales and business development is required. A combination of relevant education and experience may be considered.
- A diploma or certificate in Fundraising Management, Marketing, Business or related field.

- Knowledge of fundraising processes, best practices and current industry trends.
- Understanding of budgeting and financial management.
- Strong networking skills and ability to raise funds through volunteer events.
- Excellent communication and interpersonal skills.
- Proficiency in English is preferred because the position involves interactions with English-speaking partners.
- A valid driver's license and access to a vehicle is required.
- Ability to travel (20-25 events per year) within the province and work on weekends.
- CFRE designation is an asset.

**What We Offer**

- 3 weeks' vacation with paid personal and sick days
- Comprehensive compensation & benefits package
- Hybrid work arrangement

**How to Apply**

DUC is proud to be recognized as a non-profit employer of choice for the second year in a row. Working for DUC is a career highlight for many staff. Let us know if making a difference is important to you.

If you are qualified and interested in this opportunity, please visit our [online career center](#) to submit your application for confidential consideration.

Ducks Unlimited Canada is committed to providing an inclusive and barrier-free work environment. If you require accommodations during the recruitment and selection process, please email us at [hr@ducks.ca](mailto:hr@ducks.ca). All requests for accommodation will be handled in a confidential manner.

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*While DUC would like to thank all applicants, only candidates considered for an interview will be contacted.*