



## Sovereign Seeds

Director of Finance and Fundraising

Sovereign Seeds is looking for a **Director of Finance and Fundraising** to lead, optimize, and operationalize our financial management and donor engagement strategies and systems. This role will be responsible for establishing and maintaining efficient financial systems and for stewarding fundraising and donor relationships for financial sustainability. This is an opportunity to be part of a growing Indigenous-led team dedicated to the revitalization of Indigenous food systems and food cultures through decolonial analyses and justice-driven values. The **Director of Finance and Fundraising** reports to the **Executive Director**.

### Context

Sovereign Seeds works to revitalize Indigenous seed and food sovereignty in what is colonially known as Canada. We facilitate meaningful opportunities for Indigenous people to restore their food relationships through education, community-led research, leadership amplification, and gatherings. Sovereign Seeds strives to strengthen Indigenous communities' climate change food resiliency by supporting existing and emerging Indigenous food leaders and learners. We are passionate about nurturing the vitality of our ancestrally-guided food responsibilities for the health of our people and the territories we depend on.

Sovereign Seeds is in a time of significant transition and change. As we shift from being a program within an organization to building a more autonomous organization with a fiscal sponsor, we are in the process of developing and improving our own workplace policies, processes, and practices. This includes reviewing union agreements, identifying team protocols and ways of working with one another and with communities, and establishing new administrative systems of working internally and with our fiscal sponsor, among other changes. We are undertaking this work with external support. As our team, network, and activities expand to respond to community requests, we anticipate undergoing ongoing growth and change. We are looking for a candidate who has experience with growing organizations and building fundraising infrastructure in an evolving context, and who is flexible and adaptable through transition.

For more information about our organization, visit our website at [www.sovereignseeds.org](http://www.sovereignseeds.org).

### Conditions of employment

This is a full-time, salaried, permanent, remote and virtual online work-from-home position. Candidates must have the legal right to work in Canada. Access to reliable internet service required. Some limited support is available for those who face barriers to accessing the services required for remote and virtual online work-from-home, and Sovereign Seeds is committed to assisting employees in accessing these services as much as possible.

### Benefits available for this position

- Extended health, pharmaceutical, and dental coverage
- Life and disability insurance
- Defined contribution pension plan

- Parental leave
- 4 day (8 hours with an hour for lunch) work week with full time pay and benefits
- 1 work week of paid leave available to employees for spiritual, religious, and/or ceremonial purposes (in addition to vacation leave and sick leave)
- 1 work week of paid leave available to employees for cultural purposes (in addition to vacation leave and sick leave)
- Organizational paid leave on National Indigenous Peoples Day (June 21)
- Organizational paid leave on Orange Shirt Day/National Day for Truth and Reconciliation (September 30)
- Organizational paid leave on National Day of Awareness of Missing and Murdered Indigenous Women, Girls, Two-Spirit, and Gender-Diverse Relatives (May 5)
- Organizational paid leave on spring, summer, fall, and winter equinox/solstice days (dates vary annually, and summer solstice may coincide with National Indigenous Peoples Day)
- Flexibility regarding working hours (in particular in light of COVID-19 constraints)
- Flexibility regarding location within so-called Canada is strongly preferred
- Salary for this unionized position is \$75,000

### Experience we are seeking

The table below indicates the mandate of the Director of Finance and Fundraising and the experience we have identified as important in order to be successful in the job. Qualifications listed as assets are not essential requirements. We understand that candidates may not have all the experience/qualifications listed below. **If you possess approximately 80 percent of the essential experience/qualifications, we encourage you to apply.** Fluency in English is essential. Proficiency in an Indigenous language is an asset but is not required. Proficiency in French is an asset but is not required. Experience operationalizing high awareness of anti-racism and anti-oppression principles and practices is essential to this role.

We recognize that as we grow, the scope of this role may become unreasonable for one staff member to maintain over time. We intend to responsibly act on this as our organizational growth requires and as our resources allow. We welcome conversations with candidates about this and are committed to transparency.

| Mandate of the Director of Finance and Fundraising  | Experience/Qualifications  |
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| <p><b>Lead the Development and Implementation of Financial Systems and Processes</b></p> <ul style="list-style-type: none"> <li>• Work with fiscal sponsor and Executive Director to establish financial management and cash flow tracking systems (including petty cash and direct payments) that complement the fiscal sponsor's systems and that suit the needs of Sovereign Seeds. Assist the Executive Director as required to familiarize staff with these systems.</li> <li>• Prepare the annual program-driven operating budget (including goals and projections that support community and organizational aspirations) in conjunction with the Executive Director.</li> <li>• Oversee, administer, and review related financial plans and budgets. Monitor progress and changes and provide forecasting.</li> <li>• Act as the primary liaison between the fiscal sponsor and</li> </ul> | <p>Oral and written fluency in English.</p> <p>Experience creating and maintaining financial systems for small and mid-sized organizations.</p> <p>Ability to translate financial concepts to – and to effectively collaborate with – programmatic colleagues who do not necessarily have finance backgrounds.</p> <p>A track record in grants management.</p> <p>A successful track record in setting</p> |

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| <p>Sovereign Seeds for financial related systems, processes, and supports.</p> <ul style="list-style-type: none"> <li>• Ensure Executive Director is apprised of Sovereign Seeds' financial status. Prepare, analyze, and present monthly and annual financial reports to the Executive Director in an accurate and timely manner. Receive and analyse monthly financial reports from the fiscal sponsor to compare and problem solve any issues.</li> <li>• Manage organizational cash flow, including day-to-day staff expense processes.</li> </ul>  | <p>priorities; keen analytic, organization, and problem solving skills which support and enable sound decision making.</p> <p>Strong experience and competency with GSuite (including Google Sheets), Zoom, Excel, and other budgeting and financial management software.</p> <p>Experience working with a fiscal sponsor or administrative partner an asset.</p>  |
| <p><b>Lead the Development and Implementation of the Fundraising Strategy for Sovereign Seeds</b></p> <ul style="list-style-type: none"> <li>• Work with the Sovereign Seeds team to identify multi-year, annual, and ad hoc priorities for fundraising.</li> <li>• Work with the Sovereign Seeds team to align the fundraising strategy with the program budget.</li> <li>• Conduct research and learn from the program team to develop the rationale and case(s) for support to back up fundraising requests.</li> <li>• Develop an annual fundraising calendar for the program.</li> <li>• Lead implementation of the fundraising strategy, engaging other staff members as relevant and as they are able.</li> <li>• Monitor results and make adjustments to the strategy as needed.</li> </ul>   | <p>Experience shaping and implementing fundraising strategies in a collaborative group setting.</p> <p>Experience evaluating results of fundraising efforts.</p> <p>Experience working in groups grounded in social justice values.</p> <p>Experience in budget management .</p> <p>Experience with food sovereignty efforts and/or Indigenous knowledge revitalization efforts an asset.</p> <p>Lived experience as an Indigenous person is an asset.</p> |
| <p><b>Develop, Submit, and Report on Funding Proposals to Government and Foundations</b></p> <ul style="list-style-type: none"> <li>• Lead in researching prospective funding partners.</li> <li>• Make initial contact with prospective funders to explore alignment on values and priorities.</li> <li>• Collaboratively work with key staff to develop funding proposals that reflect Sovereign Seeds' and funder priorities. Submit and follow up on funding proposals.</li> <li>• Share proposals and seek approvals from the fiscal sponsor as necessary.</li> <li>• Work with Sovereign Seeds and fiscal sponsor to build and maintain a donor CRM database system. Maintain a record of all active funding agreements and key dates for reporting, renewal, and ongoing stewardship.</li> <li>• Prepare and submit reports on funding partnerships.</li> <li>• Ensure the Sovereign Seeds team is aware of proposals in development and are able to contribute as needed.</li> <li>• Liaise with fiscal sponsor staff on incoming grants and ensure donors are thanked and recognized appropriately.</li> </ul> | <p>Experience with all stages of fundraising (prospecting, outreach, grant writing, reporting, renewal).</p> <p>Experience with foundation and government funding partners.</p> <p>Experience managing work independently, while ensuring colleagues are informed and able to contribute as needed.</p>  |

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| <p><b>Lead Donor Relations and Stewardship</b></p> <ul style="list-style-type: none"> <li>● Serve as the main contact person for all Sovereign Seeds' funding partners.</li> <li>● Develop and steward relationships with funders grounded in mutual respect and mutual accountability.</li> <li>● Co-develop and communicate and educate funding principles to donors to ensure alignment in values and to minimize harm in funding partnerships. Engage in education with funders regarding principles of Indigenous sovereignty where required.</li> <li>● Maintain open lines of communication with funders and create informal opportunities to share program updates, news and developments.</li> <li>● Uphold Sovereign Seeds' donor relations values and principles, prioritizing ethics and integrity for the community members we work with and for.</li> <li>● Navigate colonial funding systems, and the complexity and incongruence of Indigenous sovereignty and capitalist settler systems of wealth, while maintaining programmatic and personal integrity.</li> <li>● Work with Sovereign Seeds and the fiscal sponsor to build and maintain a direct online donation pathway and to develop a small donor CRM database system. Maintain a record of all small donors and relationship stewardship.</li> <li>● Prepare and submit reports on donations.</li> </ul> | <p>Background and experience in donor relations.</p> <p>Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.</p> <p>Experience navigating complex settler donor relationships while upholding justice-driven values.</p> <p>Experience managing donations.</p> <p>Experience tracking, evaluating, and reporting on the results of donations.</p> <p>Experience with developing and/or utilizing small donor management systems.</p> <p>Experience with Indigenous cultural revitalization efforts, Indigenous land-based knowledge efforts, and/or food sovereignty efforts.</p> <p>Lived experience as an Indigenous person is an asset.</p> |
| <p><b>Participate in Core Sovereign Seeds' Organizational Development and Team Work</b></p> <ul style="list-style-type: none"> <li>● Attend team-wide meetings.</li> <li>● Work with team members to troubleshoot emerging issues around team-wide processes and practices.</li> <li>● Ethically engage with community members and partners as required.</li> <li>● Contribute to team culture and healthy workplace practices.</li> <li>● Commitment to ongoing anti-racism and anti-oppression (un)learning.</li> <li>● Support the development of relationships and processes with the fiscal sponsor that relate to the role, including but not limited to funder reporting, donor engagement, and logistics.</li> </ul>  | <p>Experience operationalizing high awareness of anti-racism and anti-oppression principles and practices, including disability justice and gender justice.</p> <p>Willingness and aptitude to work in an evolving and shifting context of a new and growing organization.</p> <p>Willingness to learn existing or new office software and communication, collaboration, and task-management applications.</p> <p>Lived experience as an Indigenous person is an asset.</p>   |

**Sovereign Seeds' ways of working**

All of Sovereign Seeds' staff work from home. Within our financial constraints, Sovereign Seeds will provide resources to set up an adequate work space. Although our team works remotely, we are committed to disability justice and to operating with an anti-ableist approach to employees' experiences and access needs to operate in their roles. Sovereign Seeds acknowledges that the pandemic has disrupted work and personal lives and is impacting people

in different ways, and we will work to support the Director of Finance and Fundraising to undertake their work in this context.

Sovereign Seeds' is in a fiscal sponsor partnership with SeedChange. While Sovereign Seeds is an autonomously-governed organization, the Director of Finance and Fundraising is a staff of SeedChange, and interaction and collaboration with SeedChange is part of this role.

### **Application instructions**

To apply: email [info@sovereignseeds.org](mailto:info@sovereignseeds.org) and specify **Director of Finance and Fundraising** in the subject of the email. Please include your CV as well as a cover letter referencing your motivation to apply for this role, reflections on your relevant experience and skills, and any other information you would like to share. We are committed to supporting accessibility needs in the application process. If there are accommodations you require in the application process, please contact [info@sovereignseeds.org](mailto:info@sovereignseeds.org), specifying **Accessibility: Director of Finance and Fundraising** in the subject of the email. Beyond accessibility needs, we are unable to accept general questions or inquiries about the position or recruitment.

**Deadline for receiving applications is Sunday, October 17 at 11:59pm EST.** Interviews of short-listed candidates are anticipated to be held **between November 1st and 22nd.** We appreciate understanding that **only candidates short-listed for the position will be contacted.**

Sovereign Seeds works in an ongoing way to redesign and rethink our recruitment process to be more inclusive and accessible. The format of this job advertisement is part of this process. We welcome any feedback about your experience engaging this application regardless of whether or not you completed the application. The decision to give or not give feedback will not affect your application.

Thank you for your interest in joining Sovereign Seeds!