



Box 20193, RPO Towne Centre  
Kelowna, BC V1Y 9H2  
**Administration:** 778-478-7774  
**24-hour Line:** 250-763-1040  
kelownawomensshelter.ca

## Development Manager

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS) since 1980, provides a wide range of programs and services, with a focus on the education and prevention of domestic abuse while offering support programs and services for women and children, during and following an abuse crisis.

Kelowna Women's Shelter is about to expand its programs and services in West Kelowna with the opening of our brand new transition and second stage housing facility this spring. We are currently seeking a Development Manager who is inspired to help us with this exciting time of growth by optimizing fundraising opportunities.

Reporting to the Executive Director this position will be responsible for:

- Managing the daily activities of the Kelowna Women's Shelter's development programs.
- Planning and implementation of marketing programs and special events to maximize prospect/donor engagement.
- Developing and maintaining a prospect portfolio to optimize fundraising opportunities.
- Collaborating with the Director, Programs and Services and Financial Controller to assess areas in greatest need of funding.
- Assisting in the development of goals, strategies and KPI's for all fundraising campaigns and the department.
- Ensuring that project milestones/goals are met and adhered to approved budgets.
- Maintaining familiarity with legislation, regulations, policies, and best practices related to fundraising, marketing, and volunteer management.
- Managing the Development Team in the day-to-day performance of their job.
- Organizing, attending, and speaking at events on behalf of the Shelter.
- Engaging in community advocacy activities to increase community knowledge and involvement with the Shelter.
- Conducting media relations activities on behalf of the organization.
- Performing both internal and external data collection and analysis.
- Evaluating and assessing efficacy of departmental activities and strategies.
- Taking part in the organization's strategic planning process.
- Performing other related duties as required.

### **Qualifications and Experience**

- Post-secondary degree in Public Relations, Marketing, Communications, or Business preferred, or an equivalent combination of education, training, and experience.
- 3 years of recent fundraising management experience.
- Experience managing employees and volunteers is essential.
- Must have a valid BC Driver's License.
- Successful completion of a criminal record check
- CFRE (Certified Fund Raising Executive) designation considered an asset.
- A basic working knowledge of domestic abuse and its impacts, and of relevant community resources.

### **Skills & Abilities**

- Demonstrated ability to manage budgets and hit fundraising targets.
- Experienced and skilled at building long term relationships.
- Demonstrated effectiveness in fundraising campaigns, stewardship, individual donor solicitation and event planning.
- Ability to administer good judgement that prevents a negative impact on the organization, Board, and its members.
- Demonstrated ability to manage and use data entry/fundraising software platforms and other relevant computer software programs such as Microsoft Office, Word, Excel, etc.
- Skilled in collection, analysis, and interpretation of data and statistics.
- Exceptional verbal and written communication, public speaking, and presentation skills.

This is a full-time position, 37.5 hours per week, offering a competitive salary and benefits package after successfully completing a probationary period. This position is predominantly Monday to Friday however requires flexibility for some evening and weekend work.

If you are interested in applying for this position, please email your resume and cover letter to [careers@kelownawomensshelter.ca](mailto:careers@kelownawomensshelter.ca)

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.