



## Position Vacancy Posting

<b>Position Title:</b>	Manager of Fund Development	<b>Competition No.</b>	24-04-11
<b>Program:</b>	Haven Society	<b>Salary Range Steps:</b>	\$55,000- \$57,000
<b>Location:</b>	Nanaimo	<b>Employee Group:</b>	Admin
<b>Hours per week:</b>	.6 FTE to start, could increase after first year	<b>Position Status:</b>	.6 FTE
<b>Shift Schedule:</b>	Potential for hybrid work, with at least 2 days per week in office Capacity to work evenings and weekends	<b>Anticipated Start Date:</b>	ASAP

**Reports to:** Executive Director

**Direct reports:** Volunteer Coordinator

**Team:** Leadership

**Works closely with:** Director of Business Operations

**JOB SUMMARY:** The Manager of Fund Development is responsible for the development and execution of the annual fundraising plan including major gifts, planned giving, grants, special events, capital campaigns, as needed and cultivating relationships with existing and potential donors.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **Relationships/Collaboration**

1. Ad Hoc member of the Membership, Sponsorship, and Fundraising Committee
2. Member of the Community Events Committee
3. Member of Leadership Team
4. Collaborates with Director of Business Operations on all marketing materials and media relations for campaigns and good news stories about the organization.
5. Along with volunteer coordinator, oversees volunteers for fundraising events.
6. Builds and maintains relationships with donors, sponsors, and community members.

#### **Fundraising**

1. Develops and leads organizational fundraising strategy and implementation plan to grow current annual fundraising.
2. Enhances the planned giving program to benefit the Society, including deferred gifts such as bequest expectancies.
3. Initiates, plans, and develops programs to lead the solicitation of major gifts that would include individuals, foundations, and corporations.
4. Organizes and directs fundraising campaigns and events.
5. Represents the agency at community fundraising events.
6. Engages and mobilizes lead volunteers for fundraising events and activities.
7. Develops funding applications in collaboration with leadership team.

#### **Administration**

1. Manages a portfolio of major donors and prospects, developing and implementing tailored cultivation, solicitation, and stewardship plans.
2. Evaluates progress toward goals and provides regular reporting to ED and the Board of Directors.
3. Establish systems, processes, and tools to maximize fundraising capacity, including overseeing donor management database.

4. Teaches and promotes the principles of philanthropy, which includes ethical and legal requirements to staff, volunteers, and board members.
5. Remains current in gift planning legislative developments and fundraising techniques.
6. Provides leadership in planning and executing fundraising campaigns with the support of Leadership team as needed.
7. Maintains and guides the donation management process, expands donor recognition policies (receipting, thank you letters and Donor Agreements).
8. Performs other related duties as requested.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent leadership and team management skills.
2. Strong computer knowledge, including Microsoft Suite and databases.
3. Extensive knowledge of fundraising principles and techniques and knowledge of the technical aspects of planned giving methods.
4. Excellent communication skills, including presentation, public speaking, negotiation, and interpersonal skills.
5. Strong organizational skills and attention to detail
6. Demonstrated tact and diplomacy in difficult or sensitive situations.
7. Ability to work effectively in a team and strict adherence to donor privacy and confidentiality.
8. Ability to work in a fast-paced environment and meet deadlines.
9. Initiative, drive, enthusiasm, and a genuine interest in other people.
10. Ability to work flexible hours when required.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

1. Bachelor's degree and a minimum of 3-5 years' experience in a lead fundraising role.
2. CFRE certificate from the Association of Fundraising Professionals preferred.
3. Valid Driver's License and reliable transportation.

**Applications:**

Applications including a cover letter should be made by email to [hr@havensociety.com](mailto:hr@havensociety.com)

**REPLY TO:**

[hr@havensociety.com](mailto:hr@havensociety.com)

**Date Posted: April 11, 2024**

**Closing Date: Open until Filled**