

Caldwell Family Centre
Job Description

Job title

Manager of Development

Reports to:

Executive Director

Overview:

The Manager of Development will work in collaboration with the Executive Director and the Management Team to oversee the development of financial resources for the organization. This position is responsible for all fundraising programs, including foundation grants and sponsorships; communicating with current and prospective donors; and managing individual and corporate gifts.

Responsibilities include:

- Developing and overseeing fundraising programs, including strategy development and implementation
- Developing and implementing a long term planned giving program, while building relationships with potential donors and the legal community dealing with wills and estates
- Overseeing all aspects of donor stewardship and recognition throughout the lifecycle of engagement
- Managing ongoing contact with existing and future donors via frequent face to face interactions
- Identifying prospective individual and corporate donors and sponsors and developing strategies to cultivate those relationships
- Conducting research and maintaining a pipeline of new donor prospects
- Managing data collection and ongoing maintenance of our donor database
- Maintaining ongoing communications with individual and corporate donors/sponsors
- Producing briefing notes for use by the Executive Director during joint face to face meetings with major donors
- Planning and collaborating with staff on the management and delivery of fundraising events and donor receptions
- Working with the Manager of Finance and Communications, develop print and online marketing collateral related to fundraising
- Managing corporate and foundation relations as they relate to donations and grants

Qualifications:

- Foundation relationship and grant writing experience
- Familiarity with donor management programs
- Proficiency with relevant technology applications, including knowledge of Microsoft Office suite
- Excellent written, verbal communication, and networking skills
- Positive attitude and team orientated
- Understanding of current trends in philanthropy, professional development and best practices in the charitable sector
- Ability to adapt to change and work flexible hours
- Bilingual French/English is asset