



*Human Dignity, Healthy Communities, Global Justice*

## CALL FOR APPLICATIONS: FUND DEVELOPMENT MANAGER

Change for Children (CFC) is an Edmonton-based international development charity that supports community development projects with grassroots organizations in Latin America and Africa to improve access to potable water, education, health, food security, gender equality, environmental protection and sustainable economic development. For more information about our work please visit: [www.changeforchildren.org](http://www.changeforchildren.org)

### **Position Summary:**

Change for Children is looking for a dynamic and motivated individual to fill our new position of Fund Development Manager. Responsibilities include the implementation of a Fund Development Plan to support the organization's goals, strategic direction and vision. Working with Change for Children staff, Board members, donors and volunteers, the Fund Development Manager is responsible for achieving results in funds development by leading all funds development and donor relations activities, including initiatives to attract and retain donors, the enhancement and development of relationships with community partners, and the successful procurement of funding for all our charitable programs. The Fund Development Manager reports to CFC's Executive Director.

**Term:** 12 month contract (37.5 hours per week) with strong potential for permanent employment with full benefits.

**Location:** Edmonton, Alberta.

**Salary Range:** \$55,000 - \$65,000 annually.

**Deadline for Applications:** November 29th, 2019

### **Key Accountabilities:**

*The position will include the following responsibilities:*

#### Funds Development:

- Creates, coordinates, implements, monitors, evaluates and achieves results in all fund development activities including annual campaigns, events, major and planned gifts, corporate and community support.
- Implements plan to increase annual giving.
- Researches, writes and submits grant applications for approved programs and projects.
- Creates and implements effective and efficient donation management systems and processes.
- Recruits, trains and supervises volunteers in fund development activities and other related activities as required.
- Coordinates and participates in the activities of the Funds Development Committee and/or events committees as required.

#### Donor Relations:

- Creates and implements donor relations and stewardship programs that grow donor base.
- Develops and implements strategies to enhance communications with prospective donors, corporate sponsors, foundations and existing donors to increase annual giving.
- Cultivates and maintains relationships with new and existing donors, supporters and advocates.
- Develops our donor recognition program including general acknowledgements and annual events.
- Ensures accurate maintenance of donor records and tracking.

[www.changeforchildren.org](http://www.changeforchildren.org)

Communications:

- Supports the Communications Coordinator in the development and coordination of consistent branding and marketing for all programs and events.
- Works with the Communications Coordinator to develop copy for fund development, communications and awareness publications and activities.

Other:

- Develops and maintains reporting mechanisms for outcome measurement, monitoring and evaluation of programs.
- Participates in internal and external committees, events and meetings as required.
- Participates in the budgeting and strategic planning process.

**First Year Deliverables / Measures of Success:**

*Success in the first year will be determined by the candidate's ability to:*

- Learn the strategic, operational and contextual scope of the organization, our work, our stakeholders and our charitable activities.
- Establish improved and comprehensive funds development and communications strategies that identify key performance indicators regarding fundraising targets, donor attraction/retention/recognition, public/government relations, organization communications, community awareness and support for CFC's work.
- Inspire the team to execute on all deliverables in support of CFC's strategic plan.
- Achieve results in increased funding from donors, corporations and community partners.

**Candidate Profile:**

*Qualifications, Skills and Attributes:*

- Degree or diploma in a related field (Fund Development or Marketing) or relevant experience.
- Minimum two years of experience and demonstrated success in a fundraising role.
- CFRE certification is an asset.
- Excellent organizational, interpersonal and communication skills.
- Exceptional written and oral skills & strong public speaking skills.
- Ability to cultivate relationships, communicate and work with volunteers, donors, foundations and sponsors.
- Ability to motivate, win commitment from, and organize volunteers.
- Excellent computer literacy and knowledge of database management.
- Positive attitude, creative, flexible, proactive and works independently and within a team environment.
- Demonstrates a high level of initiative and strong leadership qualities.

**Those interested in applying are invited to submit a resume, with cover letter via email. We thank all applicants for their interest. Only candidates selected for an interview will be contacted.**

**Email your application to Lorraine Swift, Executive Director at [Lorena@changeformchildren.org](mailto:Lorena@changeformchildren.org)**