



JOB POSTING

DIRECTOR OF DEVELOPMENT

WINNIPEG – PERMANENT

1 EFT (35 hours per week)

JOB SUMMARY:

Responsible for development and implementation of the fund development plan, working closely with the fundraising committee.

QUALIFICATIONS:

- Supportive of SERC's mandate and philosophy
- Post-secondary degree in area of public relations or fund development, or related field, or a combination of education and experience
- Three to five years' experience in a related field
- Genuine interest in and commitment to pro-choice and sexuality education and services in the Province of Manitoba.
- Demonstrated fundraising successes that include closing major gifts.
- Demonstrated success in roles requiring good judgment, analytic, systematic thinking while managing multiple priorities.
- A public relations orientation: tact, diplomacy, and strong instinct for social protocol.
- Familiar with fundraising software (e.g. SUMAC, Raiser's Edge, DonorPerfect) an asset
- Ability to stay calm under pressure and meet deadlines in a fast-paced and dynamic environment.
- CFRE, (Certified Fundraising Executive) or other fund development designation preferred.
- Excellent written and oral communication skills in English demonstrated in previous roles that require communication with diverse groups.
- Excellent oral and written communication skills
- Valid Manitoba driver's license and access to a vehicle

RESPONSIBILITIES:

Strategy and Planning

- Work closely with SERC staff and volunteer leadership to implement a comprehensive Fund Development Plan (FDP) and action steps to achieve agreed upon goals and objectives.
- Contribute to the strategic and business planning process, including participation in development of the annual fundraising budget and operational plan for the development department.
- Ensure development and fundraising plans represent our values.

- Ensure that appropriate reports on progress including operation key performance measures to internal and external stakeholders are prepared, accurate and meaningful.
- Develop short-term and long-term fundraising strategies consistent with the SERC's strategic plan.
- Lead in the development and management of timelines for various fundraising strategies to ensure strategic plans and critical processes are developed, introduced and executed in a timely manner.

Funding Execution

- Develop and lead the development of compelling case for support material and to inspire philanthropy through aspirational and visionary conversations with our donors and prospective donors.
- Maintain a diversified mix of fundraising initiatives that include individuals, foundations, corporations and other community funders that support the mission and vision of SERC;
- Actively research, build and manage a portfolio of prospects and donors.
- Develop and execute strategic plans for fundraising programs, donor approaches and solicitations.
- Meet with donors and prospects face-to-face to facilitate donor decisions resulting in major gifts and the signing of donor agreements.
- Provide timely information and professional responses to donor inquiries;
- Assess, evaluate, and implement changes as needed to fundraising activities and practices.
- Support the execution of and attend donor events and cultivate and steward relationships with the attendees.
- Ensure that the philanthropy, sponsorship, and fund development activities are aligned with the SERC's mission, vision, and values.
- Build relationships with community stakeholders to advance the mission and fundraising goals of SERC.

Staff and Volunteer Relationships

- Collaborate with other members of the SERC team, research ideas, contribute to developing funding proposals, gift agreements, and other donor communication materials and ensure the highest standard in the management of donor communications.
- Provide leadership on the development, planning, and execution of fundraising campaigns to establish and maintain fundraising momentum and capacity and to achieve specified campaign objectives.
- Manage and provide ongoing leadership and oversight to staff and volunteer fundraising teams.
- Assist board members, Executive Director, and other fundraising and sponsorship volunteers and staff to identify, cultivate, and solicit charitable gifts and sponsorships.
- Identify and attract new fundraising volunteers to assist with meeting revenue goals and manage volunteers based on industry best practice.
- Work with the other members of the team to ensure the maintenance of the donor database including records inputting, updating, reporting and "moves management" (engaging potential/current donors to be more involved), follow-up tracking.
- Contribute to the strategic direction of the organization and advise on and contribute to continuous improvements related to industry best practices.
- Participate in staff meetings, meetings with supervisor, and other Agency meetings as required

- Maintain up-to-date files, statistics, time sheets and other administrative requirements as directed
- Promote Agency programs and services within the community
- Other duties that support the goals and mission of the Agency as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- The primary work environment consists of an office building with individual work spaces
- The secondary work environment will be in various locations
- The work environment may include group settings of 10 to 300 people
- Frequent interruptions
- Prolonged physical activity of sitting and standing
- May be required to move items weighing up to 12kg
- May encounter others who are aggressive and/or agitated
- May be required to work a variety of shifts including evenings and weekends

JOB CLASS: Management – non union

HOURS OF WORK: flexed within Monday to Friday 9:00 am to 4:00 pm
(some evenings and weekends are required)

PLEASE SUBMIT RESUME BY OCTOBER 12, 2018 TO:

Nicole Chammartin

Sexuality Education Resource Centre Manitoba

200 – 226 Osborne Street North. Winnipeg, MB R3C 1V4

Email: jobs@serc.mb.ca