
Versatech industries inc.

Currently Recruiting For the Position of:

Development Manager

Job Purpose:

The Development Manager creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources.

Location:

Winnipeg, Manitoba

Primary Duties and Responsibilities:

To perform some or all of the following duties:

Plan fund development activities

- Collaborate with the President & CEO to create a fund development plan which increases revenues to support the strategic direction of the organization
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary

Organize fund development activities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Develop policies and procedures for the development department which reflect ethical fundraising practices
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations and make decisions regarding the issuing of receipts

Staff fund development activities

- In consultation with the Human Resources department, recruit, interview, and select well-qualified fund development staff
- Engage volunteers for special fund development projects using established volunteer management practices

Manage fund development budget

- Develop and gain approval for an annual income and expenditure budget for the fund development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

Promote the organization

- Foster an understanding of philanthropy within the organization
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, board members and volunteers.

Qualifications:

Education:

- University degree
- A certificate in Fundraising Management is an asset

Professional designation

- Certified Fund Raising Executive (CFRE) designation is an asset

Knowledge, skills and abilities

- Knowledge of fundraising management
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of special events planning and management
- Knowledge of the management of volunteer resources
- Knowledge of the Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code

Proficiency in the use of computer for:

- Fund raising software
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

Personal characteristics:

The Development Manager should demonstrate competence in some or all of the following:

Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities

Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and aligns with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.

Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience:

Minimum 5 years of fund raising or related experience

Expected Starting Date:

As soon as possible.

Salary:

\$55,000 to \$80,000, 40 hours per week, extensive Benefits package

To Apply:

E-mail cover letter, resume and appropriate references to:

fundraising@mansis.com

Please see our Website at <http://www.versatech.org>