



JOB POSTING

FUND DEVELOPMENT MANAGER

Full Time, Permanent

Better Living Charitable Foundation, part of the Better Living family of organizations, has an opening for the position of Fund Development Manager. The successful candidate will work closely with the Director, Development in executing the annual fundraising plan. Responsibilities will include identifying and implementing fundraising strategies that will help to grow financial resources across the organization. This role will help to diversify our funding base by increasing the number of new donors, enhancing the engagement of our donor community, expanding the reach and success of our special events portfolio, and identifying ways to provide transparent reporting on results to our various donor audiences. You will act as a leader in prospect identification, proposal creation, solicitation and ongoing stewardship for corporate donors, individuals and foundations.

The successful candidate for this position must possess the following qualifications:

- Post-secondary education in fundraising, non-profit management, or event management or equivalent experience
- Certified Fund Raising Executive (C.F.R.E.) is considered an asset
- A minimum of 3 years of fundraising experience or transferrable experience
- Extensive experience in planning and executing special events such as golf tournaments, hikes/walks and community third party events
- Exposure to the non-profit sector, specifically for special event strategies and sponsorship fundraising, with the ability to steward existing relationships and identify and solicit new prospects
- Familiarity with fundraising applications, including Raiser's Edge and other Blackbaud products is an asset
- Valid driver's license and access to a reliable vehicle for the purposes of business travel
- Have the flexibility to work evenings and weekends and to travel to locations throughout our service area as needed
- Successful completion of a *Vulnerable Sector Screening* within one month of employment

The successful candidates for this position must be able to:

- Work with Director to broaden the donor base, with a particular focus on the Don Mills area
- Create a strategy for engaging staff, volunteers, and clients through Better Living Health & Community Services and Better Living Thompson House
- Research, cultivate and draft proposals and applications to foundations and corporate partners
- Ensure effective communication with all donor partners through the collection and sharing of impact stories and building of strong cases for support
- Work with Director in the creation of direct mail campaigns
- Oversee all Better Living special events
- Work with Director to implement a reporting structure to ensure accurate and timely communication with donors
- Manage in kind donations
- Supervise and mentor the Special Events Coordinator
- Develop annual fundraising project plans and overall strategy (with Director)
- Excellent project management skills and superb attention to detail
- Positive leadership abilities and ability to coach and influence stakeholders
- Ability to handle prospect/donor information with confidentiality
- Ability to work independently, meet deadlines and thrive while coordinating a number of projects/tasks
- Excellent communication skills, professional etiquette and a true passion for the work being done at Better Living

- Strong interpersonal and relationship building skills. This position demands the ability to positively interact internally as a team member as well as externally with donors and supporters.
- Ability and comfort level with “thinking outside the box” with the tactical know how to put plans into action
- Exposure to non-profit sector, specifically for special event strategies and sponsorship fundraising
- Proven success in fostering and stewarding corporate and individual donors and community partners
- Proficient use of computers, including Microsoft Office Suite

LOCATION: Based out of Overland Office- BLHCS, but with bi-weekly trips to Newmarket Office -MBH

SALARY: \$50,000- \$55,000 per annum; commensurate with experience

Please email or fax your cover letter and resume by Monday, October 12, 2020 with attention to:

Human Resources

E-mail: hr@myhospice.ca / Fax: 416-510-1104

Please quote “*Fund Development Manager*” on the cover letter and e-mail subject line

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted.

No phone calls, please. Thank you.