

## Fundraising & Development (Contract Position)

**Job Area:** Fundraising and Development (Contract Position)

**Reports to:** Executive Director

**Hours:** To Be Determined

**Location:** Remote

**Contract Amount:** \$10,000

**Proposed Start Date:** February 2, 2026

**Application Deadline:** December 31, 2025

*\*Applications received after this date may be considered until the position is filled.*

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### Position Summary

Trails Manitoba is seeking a Fundraising and Development role to support the organization's financial sustainability and help strengthen a culture of philanthropy. This contract role will focus on developing a culture of philanthropy, pursuing revenue opportunities, and building meaningful relationships with donors, sponsors, and partners.

Working closely with the Executive Director, the contractor will contribute to donor engagement, grant development, sponsorship outreach, and other fundraising activities aligned with Trails Manitoba's priorities. This opportunity is ideal for individuals or small firms with experience in fundraising, development, or strategic communications who are passionate about community impact and outdoor recreation.

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### Key Responsibilities

#### Fund Development (Primary Focus)

- Develop and implement strategies to grow revenue from foundations, corporations, and individual donors.
- Create a fundraising plan that reflects Trails Manitoba's current priorities, with a focus on annual giving and partnership development.
- Research, identify, and pursue new funding opportunities.
- Prepare compelling grant proposals, reports, and donor communications.

#### Donor and Sponsor Engagement

- Cultivate and steward relationships with donors, partners, and sponsors.
- Track engagement activities and ensure proper acknowledgment of contributions.
- Prepare fundraising materials, presentations, and outreach reports.

#### Strategic Collaboration

- Work with the Executive Director to ensure fundraising activities align with organizational goals.

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- Collaborate with staff and volunteers on fundraising initiatives and events.
- Participate in planning activities that help advance Trails Manitoba's long-term development capacity.

### Additional Duties

- Attend meetings and events that support fundraising outcomes.
  - Other fundraising or development-related tasks as mutually agreed upon.
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### Proposal Expectations (in lieu of traditional qualifications)

Instead of predetermined qualifications, Trails Manitoba invites prospective contractors to submit a short proposal outlining:

- **Your recommended approach** to fundraising and development for the contracted amount.
- **Proposed deliverables**, aligned with the contract amount (include proposed timeframe).
- **Suggested metrics for success** and how progress will be measured.
- **Your experience and background** relevant to fundraising, donor engagement, grant writing, or partnership development.
- **Any tools, methods, or systems** you would use or require to support the work.

We are seeking individuals or organizations prepared to collaborate with Trails Manitoba, provide guidance and expertise in identifying goals, timelines, and expected outcomes.

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### Working Conditions

- Hours per week will be determined in consultation with the Executive Director to align with the approved work plan and deliverables.
  - Occasional evening or weekend availability may be needed for key fundraising events.
  - Fully remote contract.
  - Flexible scheduling options available.
  - Some travel within Manitoba may be required.
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### Submissions

Please submit your application by email to:

**Tim Coffin, Executive Director, Trails Manitoba**

[tcoffin@trailsmanitoba.ca](mailto:tcoffin@trailsmanitoba.ca)