



About Harvest Manitoba

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We collect and share 13 million pounds of food every year, which is sorted and packed and distributed to Manitobans through our Community Food Network of more than 380 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 108,000 Manitobans every month, 49% are children. Our Food Distribution Centre, which includes our Community Support Centre and Warehouse, is in our Winnipeg headquarters.

Vision

*Working together
towards a healthier
future for all where no
Manitoban goes
hungry*

Job Title: Development Manager

Location: Winnipeg, Manitoba

Job Type: Full-Time Permanent

Salary Range: \$65,000 - \$70,000

Out of Scope

Report To: Vice- President, Partnerships & Development

Position Summary

The Development Manager plays a key role in advancing the mission of Harvest Manitoba to nourish our community and fight hunger across Manitoba. Reporting to the VP of Partnerships & Development, this position leads a team and oversees the planning and execution of comprehensive fundraising initiatives with a focus on signature events, annual and mid-level giving, and direct mail campaigns. The successful candidate is a motivated and strategic fundraiser who thrives on creating meaningful donor experiences, managing multifaceted projects, and inspiring community generosity through creative campaigns and storytelling. This role requires strong leadership skills to effectively manage and develop the Development team while building on a firm understanding of donors' interests, passions, and values.

Key Responsibilities:

1. Fundraising Events

- Lead the planning and execution of signature fundraising events (e.g., gala dinners, golf tournament, donor recognition, auctions, and raffles) that generate revenue and awareness for Harvest Manitoba's mission
- Oversee all aspects of event management including logistics, sponsorship acquisition, fundraising committees, volunteer coordination, guest engagement, and donor recognition

- Collaborate with fundraising committee's and internal teams to ensure events reflect the organization's brand, values, and demonstrated impact
- Develop, manage, and monitor event budgets to ensure financial targets and attendance goals are met or exceeded
- Cultivate relationships with sponsors, vendors, and community partners to strengthen longterm engagement.
- Contribute to the development of the annual fundraising plan and multi-year growth strategies in collaboration with senior leadership.
- Analyze event outcomes, track KPIs, and implement improvements to enhance revenue, efficiency and the overall donor experience

2. Mid-Level Donor Portfolio Management

- Build and sustain strong relationships with donors, event participants, and sponsors
- Lead and support the Development team to ensure consistent and appropriate donor stewardship and recognition.
- Collaborate with the VP of Partnerships & Development and the Senior Manager of Philanthropy to identify perspective donors and advance existing supporters with potential donors.
- Track, manage and report on donor prospect engagement, including identification, qualification, cultivation, solicitation, and stewardship activities.
- Support donor recognition initiatives, contributing to content for newsletters, social media stories, and annual reports.

3. Administration and Reporting

- Provide direct supervision, coaching, and performance management to Development Event staff, including goal setting, professional development, and annual evaluations.
- Maintain accurate fundraising records, donor data and campaign results within the donor management system (CRM)
- Prepare and analyze reports, dashboards, and key performance indicators to monitor progress toward fundraising goals and inform decision making.
- Along with the VP of Partnerships & Development, oversee monthly budgeting, purchasing, scheduling and expense tracking.
- Develop, document and maintain operational standards and review processes to support efficiency, compliance and ensure continuous quality improvement
- Ensure all fundraising activities adhere to ethical fundraising practices, regulatory requirements and organizational policies
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met.
- Other Duties as Assigned

Education and Experience:

- Post-secondary degree or diploma in fundraising, communications, marketing, or a related field
- 3-5 years of experience in fundraising and managing a development team, preferably within the nonprofit or charitable sector.
- Demonstrated success in event planning, annual giving, and/or direct mail campaigns
- Excellent communication, storytelling, and relationship-building skills.
- Proficiency in advanced office workflow technology, including Microsoft ecosystem (Teams, Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Planner etc.).
- Strong project management and organizational abilities, with attention to detail and deadlines.
- Experience using donor databases/CRM systems. DonorPerfect would be an asset.
- Experience using digital fundraising tools.
- Certified Fund-Raising Executive (CFRE) designation would be an asset.

About You:

- You believe in the dignity and potential of every person and approach your work with empathy and respect.
- You have an interest in, or experience with, issues related to food insecurity (An asset in connecting with our mission).
- You bring energy, initiative, and a problem-solving mindset to your work.
- You are committed to creating an inclusive, safe, and efficient environment that empowers others to do their best work.
- Enjoy using new technology and exploring innovative solutions.
- You thrive in a collaborative team environment and are committed to advancing Harvest Manitoba's CREW values.
- You have Valid MB Class 5 driver's license and drivers abstract.
- You are willing to undergo and provide a clear Criminal Record and Child Abuse Registry Check as a condition of employment.

Why you should join us

- Opportunity to contribute to a meaningful cause and make a tangible impact in the community.
- A collaborative and mission-driven work environment.
- Professional growth and development opportunities.
- Competitive salary and benefits package.
- Benefits Package
 - Dental Package
 - Prescription Coverage
 - Massage, Physiotherapy Coverage
 - Disability Insurance
 - Paid Time Off (Vacation, Sick Days, Personal Days)
 - Employee Assistance Program (EAP)
 - RRSP Company Match Plan

- o On-Site Parking

Harvest Manitoba is committed to fostering an inclusive and accessible recruitment process. We strive to remove barriers and ensure equal opportunity for all applicants in a manner that respects dignity, independence, and integration. If you require accommodation at any stage of the application or interview process, please contact us at hr@harvestmanitoba.ca, and we will work with you to meet your needs.

Evening and weekend shifts may be required as business levels dictate.