



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*

Development & Partnerships Associate(Events)

In-Scope

Location: Winnipeg, Manitoba

Job Type: Full-time – Permanent

Salary : \$21.85 - \$25.10/Hour

Reports To: Fund Development Manager

Position Summary

Harvest Manitoba is actively seeking a dedicated and detail-oriented professional to fill the role of Development & Partnerships Associate within our dynamic Development Team. This pivotal position requires an individual with strong organizational skills, financial acumen, and a passion for supporting fundraising and donor engagement efforts.

As the Development & Partnerships Associate, you will play a key role in maintaining accurate records, updating spreadsheets, managing budgets, and assisting with coordinating events and communications to support our development initiatives. Your work will ensure the smooth execution of fundraising efforts helping our organization continue making a meaningful impact in the community.

This role also serves as the operational lead for Harvest Manitoba's annual Empty Bowls Celebrity Auction, Lee Newton Memorial Golf Tournament and the David Northcott Bursery Luncheon, taking day-to-day ownership of planning, coordination, and on-site execution in collaboration with the Fund Development Manager.

Key Responsibilities

- Provide general administrative support, including scheduling meetings, preparing materials, and handling correspondence related to fundraising and donor activities.
- Support the preparation of fundraising reports, donor acknowledgment letters, and ensure accurate record-keeping in the donor database.

- Maintain spreadsheets to track budgets, sponsorships, grants, and donor contributions, and assist with processing donations, sponsorship payments, and financial reports.
- Collaborate with Marketing and Communications to promote events, engage donors, and enhance pre- and post-event stewardship.
- Provide logistical and financial support for development initiatives beyond events, including donor relations and donor tracking in Donor Perfect (Event Management portal)
- Perform additional administrative and finance-related tasks to support fundraising and donor engagement efforts.
- Serve as the operational lead for the planning, coordination, and execution of the annual Empty Bowls Celebrity Auction, Lee Newton Memorial Golf Tournament and the David Northcott Bursery Luncheon, managing logistics, vendor relationships, budgets, and on-site execution in collaboration with the Fund Development Manager; support the Development Team on additional fundraising events to ensure alignment with organizational goals.
- In collaboration with the Fund Development Manager, drive strategy development and post-event debriefs for the Empty Bowls Celebrity Auction, Lee Newton Memorial Golf Tournament and the David Northcott Bursery Luncheon and support continuous improvement across all events; ensure seamless communication with internal teams, volunteers, and external stakeholders.
- Other Duties as Assigned

Qualifications & Experience

- A minimum of 3 years of professional experience in program administration, with a strong preference for candidates with a background in the nonprofit sector or fundraising environments.
- Strong organizational, project management, and budgeting skills.
- Excellent verbal and written communication skills, with the ability to build relationships with diverse stakeholders, including donors, volunteers, and vendors
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Proficiency in donor management software or CRM software (Donor Perfect) is an asset.
- Ability to multitask in a fast-paced environment while working both independently and collaboratively.
- Ability to handle sensitive information with discretion and professionalism, adhering to ethical standards in all aspects of work
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Required to have a clear a Criminal Background Check (CRC)
- Required to have a valid MB Class 5 driver's license, and a reliable vehicle is strongly preferred

About You:

- A strong belief in the dignity of all human beings and a positive and caring approach.
- Required to provide a Criminal Records Check (CRC).
- Knowledge of food security and poverty issues (an asset).
- A strong team focus, ability to work well with others and an interest in supporting the organization and its CREW.

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
 - Employee Assistance
- RRSP Company Match Plan
- 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 will be required as business levels dictate.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

To Apply:

External Applications, please apply here: <https://ca.indeed.com/cmp/Harvest-Manitoba-1/jobs>