



Job Ad – Director of Development Operations (full time)

Location: On-site/hybrid in St Andrews, NB

Preferred start date: May 2026

The Atlantic Salmon Federation (ASF) is an international conservation organization founded in 1948 to conserve and restore wild Atlantic salmon and their ecosystems. ASF is headquartered in St. Andrews, NB, Canada and maintains offices in Fredericton and Halifax, Canada, as well as in Brunswick, Maine, (USA). Through ASF's membership and affiliated volunteer network, the organization represents more than 25,000 individuals who share ASF's commitment to wild rivers and wild salmon.

Overview

Reporting to the VP of Development, the Director of Development Operations is a key member of the Development Leadership team, overseeing St Andrews-based staff and leading core functions including development planning, data analysis, prospect research, events, communications, donor stewardship, and annual giving. The role manages the Development budget—covering gift projections and expense oversight—in collaboration with Finance and senior leadership. Working across ASF's Canadian and U.S. departments, the Director ensures ethical fundraising practices, data and donor privacy, and regulatory compliance. The position also supports public funding applications and leads timely, accurate donor and impact communications that strengthen a culture of philanthropy across ASF.

Responsibilities and Duties

- Lead development operations and donor services, including budgeting/reporting, planning & data analytics, prospect research, development communications, donor stewardship, and events/engagement programming.
- Coordinate annual budgeting with Development Leadership and Finance, including gift projections, departmental expenses, monitoring, and variance reporting.
- Oversee a comprehensive development communications strategy supporting ASF fundraising priorities, campaigns, annual reporting, and impact communications.
- Provide strategic leadership for foundation fundraising efforts, including prospecting, proposal development, grant management, and stewardship in collaboration with program staff, and ensuring alignment with ASF's organizational priorities and fundraising strategies.
- Manage donor stewardship programs that advance principal, major, and mid-level giving strategies, including leadership of the Royal Wulff Planned Giving Society and Royal Wulff Society stewardship.
- Provide strategic direction for prospect research, donor data management, and development operations.
- Lead and support Development staff through work planning, 1:1s, performance reviews, and professional development.
- Oversee events and engagement initiatives to execute strategic events including board meetings.
- May manage a small portfolio of principal-level donors as organizational needs evolve.

Competencies, Knowledge, Skills, and Abilities

The ideal candidate brings a proven record of leading development operations teams and working collaboratively with donor-facing colleagues. They are an experienced, confident leader skilled in mentoring staff, driving projects, setting priorities, and managing budgets in a fast-paced environment. With strong attention to detail and the ability to analyze data and trends, they uphold best practices and support strategic decision-making across Development.



The role requires exceptional communication and interpersonal skills, the ability to work effectively with cross-functional leaders, volunteers, and boards, and proficiency in Microsoft Office and donor-management systems such as Raiser's Edge. A commitment to equity, diversity, inclusion, and belonging and a passion for conserving wild Atlantic salmon and their habitat is essential.

Education and Experience

- **Education:** Post-secondary or equivalent work experience essential, particularly in business administration, finance, or nonprofit management. CFRE certification preferred.
- **Experience:** mid level; minimum 5-8 years experience in a non-profit organizational leadership at a mid-senior level, with fundraising experience.
- **Technical Skills:** Excellent computer literacy and comfort using Microsoft suite, email, Teams, Raiser's Edge CRM, knowledge of online marketing and communication.

Compensation

ASF offers a competitive salary and benefits package including RRSP, vacation, sick leave, and health/dental coverage. The salary range for the position is \$74,000 – 111,000, placement within the band is determined based on the education and experience of the successful candidate.

To Apply

Please send a cover letter and resume to: careers@asf.ca by **April 3, 2026**. ASF thanks all applicants for their interest. Receipt of application will be acknowledged; however, only those selected for interviews will be contacted.