



Working collaboratively to create a world-class residential eating disorder treatment centre in Alberta.

Calgary Silver Linings Foundation

Fund Development Manager (15 hours per week) - Contract

Start: May 2020

Calgary Silver Linings Foundation (CSLF)'s vision is to bridge gaps in accessibility and care of eating disorders in Alberta. Beginning in June 2014, CSLF began working collaboratively to create a world-class residential eating disorder treatment centre in Alberta. CSLF is committed to breaking the silence, isolation and pain of eating disorders and bringing hope and skills-based support to those impacted by them.

Silver Linings is looking for a new member of our small yet dynamic team to take on the role of Fund Development Manager as a contractor for 15 hours per week.

The Fund Development Manager reports to the Executive Director. She/he is primarily responsible for contributing to the fiscal health of CSLF through the implementation of the strategic Fund Development Plan. As staff advisor to the Fundraising Committee, the Fund Development Manager also contributes to nurturing a culture of philanthropy at CSLF, annual fundraising goal setting and planning, and ensuring that Committee members have the resources and training for success.

As Fund Development Manager your key scope of work will include:

1. Contribute to annual fundraising planning, including development of revenue projections.
2. Individually and in collaboration with the Fundraising Committee execute:
 - a. Annual appeals.
 - b. Major gift appeals.
 - c. Corporate giving.
 - d. Planned giving.
3. In collaboration with the Administration Coordinator, consistently manage donor records in the database.
4. Consistently review and report on fundraising results.
5. Work collaboratively with the fund development committee members, including the Executive Director to set and implement annual fundraising goals and strategies.

Qualifications:

1. Relevant university degree and a minimum of five (5) years' experience in fund development or an equivalent combination of education and experience.
2. Broad fundraising experience, including annual giving, major gifts, corporate giving, event-based fundraising, and stewardship.
3. Capital campaign experience an asset.
4. Strong relationship building skills, including but not limited to effective listening, clear, respectful communication style, and prompt attention to donor needs/requests.
5. Membership with AFP, CAGP or another relevant association.

6. Understanding of and adherence to AFP's Code of Ethics.
7. Previous experience working with Board Committees would be an asset.
8. Familiarity with eating disorders, mental health or health related experience is an asset.

The 15 hours per week will be flexible to accommodate Silver Linings workload, events and community activities.

Please send cover letter and resume to hello@silverliningsfoundation.ca Thank you to all who express an interest, however, only those being considered will be contacted via email.

Deadline to apply: April 10, 2020