



Fund Development Manager

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold (IFTC), our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Position Summary:

The Fund Development Manager is a key player in the organization and will contribute to reaching the annual fundraising goals. This role reports to the Director, External Relations and will manage a small group of direct reports. The Fund Development Manager is a professional and experienced fundraiser, passionate about helping families, results oriented and has a positive nature. The Fund Development Manager will play a key role in developing and implementing Inn from the Cold's individual and corporate Fundraising strategies.

Primary Responsibilities:

- Plan, implement, monitor and evaluate annual resource development and stewardship strategies in order to achieve annual targets;
- Manage a portfolio of key relationships and implement strategies to raise funds for Inn from the Cold's key priorities;
- Ensure compliance with the AFP's Code of Ethical Principles and Standards, the Government of Alberta's Charitable Fundraising Act as well as Imagine Canada's Standard Program and CRA regulations;
- Track and report the impact of Inn from the Cold fund development efforts including website and social media platforms and recommends necessary changes to ensure increased donations.
- Increase revenue in the individual giving program through direct mail, online donations, monthly giving (INNCrowd), special events, third-party events, and individual major gifts.
- Increase revenue stream through the corporate giving program.
- Works in collaboration with the grant writer to research individuals and corporate funding prospects.
- Develop and implement a donor recognition and cultivation program.
- Working in collaboration with the communications team, develop all donor related communication materials as required - appeal letters, donor correspondence, case for support, thank you letters.



Experience and Skills:

- Minimum of 5 years' experience and a proven record of success in raising funds for non-profit organizations from the community at large, as well as government. Candidates with sales experience will be considered.
- Proven record managing a team of 2-4 individuals
- Post-Secondary Degree or Diploma in a related field
- Knowledge of Donor Bill of Rights and Fundraising Code of Ethics required
- Knowledge and experience working with Raisers Edge donor database a definite asset
- AFP membership preferred
- Demonstrated abilities in strategic planning and problem solving
- Demonstrated abilities to work as a team player
- Well-developed skills in influencing, negotiating and sales
- Demonstrated ability and interest in working with and for diverse populations
- Ability to meet deadlines
- Strong writing, presentation and networking skills
- An understanding of budgets and financial reporting
- Fully literate in Word, Excel, PowerPoint, Outlook, MS Team and other computer applications
- Outgoing, inclusive and welcoming in nature
- Resourceful, motivated and energetic
- Valid driver's license and access to a vehicle
- Availability to work some evenings and weekends.

This position profile reflects the general duties of the position, but is not intended to be a detailed description of all duties that may be inherent in the position.

Inn from the Cold offers a competitive salary and benefits package, including comprehensive health and dental benefits, a health spending account, and RRSP matching after three months of service.

Please apply for this role through Inn from the Cold's website or this link:
<https://innfromthecold.bamboohr.com/jobs/view.php?id=38>

This position will be closing on September 7, 2020



Values:

Embrace Compassion: we fulfill a duty of care, not only to our guests, but to our colleagues and our community

Exhibit Courage : we uphold the convictions of the organization and support our community, especially when faced with adversity

Work Inclusively: we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance

Demonstrate Respect: we believe the way we treat each other in achieving our objectives is just as important as what we achieve

Act with Accountability: we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them

Encourage Innovation: we take informed risks and champion new ideas