



MCC Service Opportunity

Assignment Title: Development Director, MCCA

Reports to: Executive Director

FTE: 0.8 (or 1.0 negotiable)

Department: Development

Location: Calgary, AB

Application deadline: June 12, 2018

Date required: August 1, 2018

All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active church membership; and nonviolent peacemaking.

Candidates of a gender or ethnic group typically underrepresented in this type of MCC assignment are encouraged to apply.

Synopsis

The Development Director leads the Development Team in relational and evidence-based approaches to donor engagement, marketing, and communications. This position reports to the MCC Alberta (MCCA) Executive Director.

The Development Director provides leadership in collaboratively developing and implementing donor relations, marketing, and communications strategies to generate awareness, relationship, engagement, support, and various types of donations from within constituency and broader public. The Development Director ensures that strategic priorities guide activities to deliver expected results and are in compliance with standard legal and ethical requirements along with MCC values, principles, and policies. The Director is responsible for providing leadership, supervision, and long-term planning in the MCCA Development department.

The position is available on a salaried basis and will remain open until filled. To apply, please visit bit.ly/job-development. Candidates must be legally eligible to work in Canada. Please contact Iliana Friesen at ilianafriesen@mccab.ca with any position-related inquiries.

Qualifications

- Bachelor degree in a related field such as business administration or marketing preferred, or equivalent experience in donor relations, fundraising, marketing and communications. CFRE designation considered an asset
- Experience in leading or directing donor relations and fundraising activities within an organization
- Management experience, with excellent inter-personal skills and experience working in a collaborative and

diverse team environment

- Understanding and support of the vision, purpose, beliefs and values of MCC, the biblical call to respond to human need and work toward peace and justice
- Keen interest in learning about the context and content of domestic and international program and present it in a clear and compelling manner
- Awareness of best practices in fundraising and communications and the ability to translate principles into effective fundraising activities
- Excellent writing, editing, oral communication and listening skills required; strong public speaking skills and a humble listener
- Effective strategic planner and able to perform analysis, research, and follow-through in a timely manner
- Proactive problem solver, flexible and open to change
- Entrepreneurial attitudes and innovative at a practical level
- Strong organizational skills
- Approachable leader, displaying humility and patience with a good sense of humour
- Familiarity with MCCA programs and constituency is considered an asset
- Satisfactory criminal record check

Contact/Relationships

The Development Director reports to the Executive Director and is a member of the MCCA management team. The Development Director works closely with MCCA Development Team and the Executive Director, and is also a member of the Communications and Donor Relations (CDR) network.

The Development Director will work closely with the rest of the Development Team, with the Donor Engagement Coordinator, Community Engagement Coordinator, Communications Coordinator, Church and Donor Relations Associate, and Material Resources Coordinator as direct reports.

Responsibilities

- Work as part of an integrated management team to establish overall goals and strategies for increasing support for MCC
- Lead, supervise and support the Development Team to implement fundraising, marketing, and communications strategies in a faith-based, not-for-profit environment.
- Develop and monitor the Development Team annual work plan in alignment with the overall MCCA strategic plan
- Convene Development Team on a regular and as-needed basis to facilitate collaboration on shared issues and priorities
- Develop and monitor annual fundraising and donor engagement strategies and targets, including activities such as: direct mail appeals, new donor acquisitions, lapsed donor renewal, monthly donor initiatives, and major donors cultivation. These activities will also include engaging business, foundations, and supporting planned giving opportunities.
- Work with DPO users to manage the fundraising database and analyze trends to measure results, identify opportunities, and develop future strategies
- Lead innovative fundraising and donor relations growth in Alberta
- Monitor the expenses and income and compile the budget for MCCA Development Department

- Using best practice and internal MCC expertise, gain knowledge of planned estate/bequest gifts to sustain future MCC work
- Promote a marketing approach to communications to tell the local and international story of MCC and develop brand awareness through communications in Alberta
- Maintain regular contact with church leaders, constituents, major donors and the general public; identify new ways to engage the church and individuals, including partnerships with local and international programs
- Participate in collaborative planning with MCC Canada and the larger CDR network in the area of marketing, donor relations and communications
- Presentations and public speaking about the mission of MCC as required
- Participate in the management team of MCCA
- Provide regular reports to the MCCA board

General

- Participate in staff meetings, retreats, and lead devotions as required
- Be actively involved in a local Christian community
- Model non-violent peacemaking in the workplace and community through respectful interactions and professional relationships

Challenges

Leading a busy department requires flexibility and diligence as timelines, daily priorities and the schedules and priorities of colleagues may shift frequently. There are times when the Development Department is extremely busy. This position requires some longer days as well as occasional overnight commitments yearly. There is considerable stress, especially when there are many events and pressures to meet budget. The successful candidate will have excellent stress management skills and ability to prioritize and organize this department.