

FAMILY SERVICES of the NORTH SHORE

Job Posting – Full Time

Position: Senior Manager of Development
Position #: 18-1176
Reports to: Director of Development
Location: North Vancouver Office
Closing Date: April 2, 2018

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a lasting and deep impact in our community through counselling, support, education and volunteer programs.

As a member of the Family Services of the North Shore team, you will have an opportunity to experience our flexible and supportive work environment where contributions from all staff members are welcomed and valued.

The Job:

As a leader within the development team, you will be responsible for ensuring that the annual fundraising goals of the Agency are met through annual gifts, major gifts, corporate sponsorships, and other fundraising avenues.

You will assist in developing and implementing the fundraising strategy for the Agency. You will expand the individual, foundation, private funder and corporate investment base by aiding in the development, implementation and management of a comprehensive prospecting, cultivation, solicitation, recognition and stewardship program.

One of your primary responsibilities will be managing the majority of the Agency's major gift and corporate partnerships portfolios while supporting both the Executive Director and Director of Development with their individual pipelines.

You will aid in managing the relationships between the Agency and volunteer fundraising committees to ensure that they are supported with organizational direction and objectives in line with the Agency's vision, mission and new strategic plan.

You will work with the Coordinator of Development Services on database maintenance to ensure that donor information is properly classified and recorded thereby allowing for successful management of the donor cycle. You will ensure regular reporting on revenue and metrics and provide competent pipeline management.

The Candidate:

The ideal candidate will:

- Be a senior level professional, recognized for your leadership and success in fundraising
- Be a critical, analytical thinker with exceptional planning and implementation acumen
- Be a natural born marketer, able to match the interests of philanthropic investors with an organization's priorities
- Be a motivator, coach and mentor for the staff within the fund development team.
- Possess a high degree of tact and diplomacy when engaging a wide variety of donors and fundraising volunteers
- Have excellent written skills with experience in writing fundraising documents such as cases for support and donor letters
- Be skilled at identifying, recruiting and working with senior level fundraising volunteers
- Be an ambassador for the Agency, able to increase its profile through spearheading successful fundraising initiatives and campaigns
- Be able to manage multiple tasks with competing priorities and deadlines

Qualifications / Experience:

- Relevant university degree
- A minimum of 5 years of experience as a development or major gifts manager
- Experience in the social services sector
- Experience with the integration of donor database systems for the purpose of donor communication, stewardship and moves management
- CFRE certificate is an asset
- Working knowledge of DonorPerfect or Raiser's Edge is a strong asset

We encourage people of diverse cultures and backgrounds to apply and, if you so choose, identify yourself as such.

Please respond, in confidence with resume and cover letter to:

Kathleen Whyte
Senior Manager of Human Resources
careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.