

flourish with carya

At **carya** (formerly Calgary Family Services), we know that the strength of our community is rooted in its people.

That's why we've dedicated more than 100 years of service to creating healthier, more connected communities in Calgary.

With over 40 program offerings for individuals and families, we provide a full spectrum of interactive counselling and development services for people of all ages — from babies to youth to older adults — and their support network.

Our highly skilled team encourages nearly 30,000 Calgarians each year to discover their full potential and build flourishing relationships with their families and community.

Manager, Fund Development (HR269)

Full Time Regular (37.5 hours per week)

\$64,000.00 - \$67,937.00 annually

Competitive benefits package

Position Summary

Working closely with the Director, External Relations, the Manager, Fund Development is responsible for leading all fundraising initiatives and activities of **carya**. Reporting to the Director, External Relations, the Manager, Fund Development is responsible for shaping the development and implementation of the annual giving plan, cultivating and maintaining relationships with new and existing donors and supporters, managing the existing database system (eTapestry), seeking special event funding, researching and writing grant proposals, and providing reports as required.

Responsibilities

As the Manager, Fund Development, you will:

- Lead the implementation of a short, medium and long term strategic fund development plan
- Develop strong relationships with government departments, foundations, the Calgary corporate community, donors, and investors as well as colleagues and volunteers to cultivate active engagement in fund development activities
- Implement and maintain an effective and responsive stewardship program
- Maintain all aspects of grant applications: research, draft, edit, submit, report
- Oversee and implement the strategic fund development strategy for all events
- Implement and support new fundraising campaigns and consistently explore other methods of fundraising
- Secure financial and in-kind support for events as required

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- Create and distribute regular reports (verbal, written and visual) to donors, Directors, Board and other stakeholders
- Keep up-to-date on fundraising best practices and enact changes to consistently improve **carya's** fundraising capacity
- Manage and maintain the donor database system with a focus on excellent record keeping of all donor, fundraising and tax receipting information
- Lead and support community outreach and events in collaboration with the External Relations department
- Be a brand ambassador of **carya** at event attendance, presentations, community meetings, and other situations as presented
- Play a lead role in rolling out new initiatives related to fund development
- Support new program funding targets as needed
- Provide other fund development and external relations support as needed

Qualifications & Experience

Our ideal Manager, Fund Developer will bring:

- A post-secondary degree or at least 5 years related proficiency
- 5+ years of progressive fund development experience
- Experience with eTapestry is preferred however experience with other non-profit database systems will be considered
- A demonstrated ability to successfully apply for grants, including strong writing, proofreading and editing skills.
- Experience soliciting contributions for events (silent auction, sponsorship, etc.)
- Basic knowledge of the AGLC regulations and CRA regulations for fundraising
- Strong strategic thinking, planning, organizational and analytical skills
- An exceptional ability to handle multiple projects simultaneously
- Exceptional networking skills as evidenced by career progression
- Strong interpersonal and relationship building skills with the ability to effectively gain the respect and support of various stakeholders, including colleagues, donors and community members
- Demonstrated ability to work both as a member of a team, as well as independently, with proven leadership and mentorship skills
- Demonstrated ability to be flexible in time, place of work and engagement strategies as well as innovative in all aspects of the role

This role will require the successful candidate to travel throughout the city - a reliable vehicle and a valid drivers license is required (mileage reimbursement is provided)

The successful applicant will be required to complete a Police Intervention Check.

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Closing Date

June 11, 2018

If you are seeking a genuine challenge in a workplace where excellence is valued and the atmosphere is supportive, please send your résumé to: hr@caryacalgary.ca

We appreciate the interest of all candidates, but only those selected for an interview will be contacted.