

**SOUTH ESSEX COMMUNITY COUNCIL**  
**JOB POSTING**  
**Job Posting #2022-42**  
**(Non-Union Management Role)-EXTENDED**

**POSITION TITLE: Manager of Fund Development (Permanent Full-Time)**

Are you passionate about helping people? Do you enjoy inspiring others to get involved? SECC is looking for a dynamic individual to engage with members of the community. Reporting to the Executive Director, the Manager of Fund Development is a self-starter who is organized, tenacious and creative with a drive to raise funds and has a keen passion for innovation. The Manager of Fund Development drives strategy, manages logistics, delivers impact, and facilitates the entire donor relationship on behalf of SECC. You will also develop and implement a program that will expand the major gift portfolio of prospects and donors with a donor-focused philosophy and adherence to the highest ethical standards of the fundraising profession.

Founded in 1973, SECC is a non-profit organization whose mission is "Helping people. Improving lives." As the Manager of Fund Development, you will help children, youth, seniors, families, newcomers and those experiencing poverty and other challenges by sharing our story and raising the funds we need to provide much needed services in South Essex. We believe in showing empathy and genuine compassion for the people we serve, while we walk alongside them to access programs and services to improve their situations.

**Why Work Here?**

- You will join a legacy of 50 years of service to marginalized and at-risk individuals. You will join a team of over 70 employees committed to working together and collaborating to ensure people get the help they need.
- SECC is a safe, inclusive place for people from diverse communities. We are committed to employment practices that are free from direct and indirect discrimination.
- You will benefit from a strong HR program that promotes a growth mindset and supports professional development, training, coaching and mentoring.
- SECC offers competitive compensation including: health and dental benefits, pension plan, paid vacation days, paid personal days and paid sick days.

Under the general direction of the Executive Director and in the absence of the Executive Director, under the general direction of the Board of Directors, the Manager of Development has the following responsibilities:

**DUTIES:**

**Fund Development**

- Establish an acquisition plan to cultivate existing donors and pursue new ones
- Manage a portfolio of prospects and donors
- Work with the Manager of Finance and the Manager of Programs to lead the process of preparing funding proposals and grant applications
- Manage giving programs, including major gifts, events, fundraising campaigns and alternate funding streams with a goal of increasing gift renewals and attracting new donors
- Research, identify and pursue funding opportunities through all channels in alignment with SECC's mission, vision and values.

**Strategy and Planning**

- Participate with the Executive Team in the strategic and business planning processes
- Develop strategies for building a competitive position for securing donations and maximizing giving opportunities
- Develop compelling case materials

- Assess, evaluate and implement changes as needed to fundraising practices and activities

### **Operational Management & Administration**

- Ensure the development and maintenance of policies, practices and standards
- Ensure all fundraising policies and practices continue to meet CRA requirements
- Write a variety of documents including business plans, funding proposals, donor correspondence, briefing notes and reports
- Maintain current donor database and online donation platform
- Work with the Executive Director to ensure the Board has tools and training, and is fully engaged in efforts to raise funds
- Work with the Manager of Finance to track donations and major gifts, and ensure distribution of receipts

### **Communication**

- Work closely with Marketing and Communication staff to produce and publish materials including the Annual Report, Impact Reports, and fundraising and program brochures.
- Communicate with prospects to secure fund development meetings and enhance relationships
- Cultivate and build strong relationships donors, community partners and leaders and with SECC staff

### **Community Relations**

- Represent SECC in the community.
- Foster community collaborations and partnerships.
- Work with the Executive Director and Marketing and Communications staff to develop an outreach strategy that enhances awareness of the organization and its programs in the community.

### **Other**

- Participates on committees of the organization when time or workload permits.
- Carries out other duties as assigned by the Board of Directors or the Executive Director.

### **ACCOUNTABILITY:**

- Support and assistance to the Executive Director and to SECC Senior Leadership with respect to fundraising and alternative funding sources.
- Provision of regular reports to the Executive Director.
- Coordinate the completion of funding applications.

### **SKILLS & ABILITIES:**

- Strong interpersonal skills with an ability to connect with a range of stakeholders
- Financial acumen and strong strategic thinker
- Strong organizational and planning skills.
- Is open to ideas and supports team decisions.
- Excellent time-management and prioritization skills.
- Writes clearly and effectively to present ideas and to document activities.
- Strong information technology experience

### **QUALIFICATIONS:**

- 3-5 years' experience in fund development in the not-for-profit sector with a track record of success in securing a range of gifts
- University degree or an equivalent combination of education and experience
- CRFE Designation preferred
- Proven experience putting together and packaging successful fundraising/grant proposals for presentation to targeted funders
- Excellent oral and written communication skills; proposal writing, public speaking, presentations

- Proficiency with Microsoft Office suite, Canada Helps and other fundraising databases; ability to develop internal tracking systems and databases

**EXPECTATIONS:**

- Provide courteous and professional service at all times
- Projects an image of professionalism, integrity and service-orientation in all dealings with the public.
- Build effective working relationships with internal and external partners
- Attention to detail; able to meet deadlines
- Able to work in a busy and changing environment; capable of multi-tasking and able to deal with constant interruptions
- Be available as much as possible during core hours of operation (8:30 am to 4:30 pm) but understand that flexibility will be required to attend some meetings, as well as community and agency events
- Volunteer time on committees and at events (minimum 2 hours per month)
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**Please submit resumes by 4:30 p.m.**

**Monday, January 9, 2023**

**Jennifer Moore**

**jmoore@secc.on.ca**

**Manager of Human Resources**

**PLEASE NOTE:**

*Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.*

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources