

Internal/External Job Posting

Development Manager

Job Summary

We are looking for an energetic Development Manager to join our small fundraising team. The Development Manager is responsible for managing a comprehensive fund development program supported by marketing and communications initiatives. This hands-on position involves grant writing/reporting, co-ordination of direct mail/annual campaigns, marketing and communications activities to support fundraising initiatives, third party event oversight and supervision of the Development Office Assistant. The Development Manager is a member of the VWTH Leadership Team.

Job Title	Development Manager
Classification and Grid	Management/exempt
Hours	35-hours per week
Starting Pay Rate	Management Grid
Benefits	As per current policies for management/exempt
Start Date	April 15, 2019 or sooner
Supervisor	Development Director
Date Posted	March 11, 2019

Key Duties and Responsibilities

1. Grant writing and Oversight
 - Write, edit, submit and monitor grant proposals as well as progress and final reports
 - Ensure that submissions meet goals, mission and current organizational need
 - Participate in the research and identification of prospects and additional funding opportunities

2. Annual Campaigns (direct mail) - develop and prepare all prospect and renewal materials required for annual campaigns as well as any other campaigns initiated by the Development Department
 - Write solicitation letter and accompanying newsletter or other support pieces
 - Coordinate list-pull from database with Development Office Assistant
 - Liaise with graphic designer, printer and mail house
 - Track expense budget

3. Marketing and Communications
 - Write newsletters, monthly E-news copy, brochure copy, website text, annual report, op-ed pieces, media advisories, articles for publication
 - Oversee and update VWTH website
 - Oversee and manage VWTH social media (Facebook, Twitter, LinkedIn etc)
 - Some public speaking

4. Supervise Development Administrator
5. Leadership Team – as a member of the Leadership Team, attend and participate in meetings as required
6. Other – undertake other duties and special projects as required, where appropriate and as time permits

Qualifications

This position requires a proven record of accomplishment of successful non-profit fundraising experience with three to five years of progressive responsibilities. Experience in marketing and communications is helpful; strong writing skills are essential. Administrative skills and senior computer skills are required including Outlook, Excel, Word, (budgets, graphics and formatting) and comfort with donor management software.

Education, Training and Experience

University degree is essential and certificate in fundraising (i.e., CFRE or in process of attaining CFRE or other designation) is preferred.

Job Skills and Abilities

Essential knowledge

- annual campaign management, including direct mail
- special event oversight experience
- demonstrated experience with communications, social media and advertising
- skill in handling sensitive topics while maintaining confidentiality

Job Skills and Abilities

- strong grant writing abilities
- superior strategic, organizational, supervisory and communication skills
- superior writing and public relations skills
- superior interpersonal skills for interactions with diverse groups – staff, volunteers, donors, and community
- ability to take initiative, manage multiple and diverse projects and deadlines
- work well under pressure; comfortable working both independently and as part of a team
- skill and experience in working with Boards and volunteers

Additional Information

- The Development Manager is required to maintain confidentiality regarding organizational operations, fiscal management and donor information
- Use of own vehicle is required
- Scheduling flexibility, including evening and weekend work, is required
- A current criminal record check is required

Deadline for submitting applications:
Friday, March 22, 2019 -- 12 noon

Please submit cover letter with resume to:

By email (preferred):

susanh@vwth.bc.ca

Attn: Susan K.E. Howard, Development Director

Or by mail:

Victoria Women's Transition House

Attn: Susan K. E. Howard, Director of Development

100-3060 Cedar Hill Rd.

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