



Big Brothers Big Sisters
of Calgary and Area

Manager, Fund Development
Full Time Position (37.5 hours per week)

Big Brothers Big Sisters of Calgary and Area (BBBS) is a volunteer driven organization that provides mentoring programs for children and youth in schools and communities throughout Calgary and surrounding areas. Mentorship is a proven strategy for youth resiliency, future orientation and social support. The presence of a caring adult in a young person's life impacts individuals, society, workplaces, families and communities.

BBBS currently has an exciting and rewarding career opportunity for an **accomplished and passionate leader and fund development professional** to join the organization.

The incumbent will contribute to the achievement of the organization's fund raising goals through development, implementation and on-going evaluation of strategies such as planned and annual giving, major donor acquisition, events (signature and third party), campaigns, and engagement of corporate and community partners. This is a hands-on fundraising position reporting directly to, and working closely with the CEO. Direct reports include the Development Officer (Events), Development Officer (Annual Giving and Donor Engagement), and an Administrative Support staff (.5 FTE). The Manager of Fund Development also works very closely with the Manager of Communications & Marketing, and Researcher & Grants Writer (1 FTE shared position with Service Delivery).

ACCOUNTABILITIES:

- Lead the overall Fund Development strategy for BBBS;
- Leadership and execution of the Development strategy for key individual accounts (mid/major donors), corporate giving (employee giving and general corporate philanthropy) and service clubs;
- Identify, research and qualify major gift prospects;
- Develop, implement and evaluate cultivation and solicitation strategies for individual and major gifts donors;
- Oversee donor data management, donor recognition and stewardship plans;
- Develop and maintain financial reporting;
- Represent BBBS through public appearances and presentations;
- Build and maintain strong partner and stakeholder relationships;
- Meet Development targets, and increase revenue in all areas;
- Assist in the creation and implementation of leadership and succession opportunities through ongoing supervision, coaching, performance management and training for direct reports.

QUALIFICATIONS:

- A post-secondary degree in Business, Fund Development or Communications;
- An experienced fundraiser and leader with 8 + years of demonstrated success in planning, designing and implementing successful fund development strategies and programs;
- Outstanding verbal, written and computer-based communications skills;
- Well entrenched in the Calgary community with previous non-profit sector experience;
- Excellent knowledge of Microsoft Office and Fund Development databases;
- Knowledge of Canada Revenue Agency regulations for charitable donations;
- Reliable transportation and valid driver's license;
- Active membership in AFP.

Closing Date: April 30, 2017 or until position is filled.

Submit Cover Letter and Resume To:

Human Resources
5945 Centre Street SW
Calgary, AB
Email: hr.calgary@bigbrothersbigsisters.ca

Fax: #403-777-3525

Big Brothers Big Sisters of Calgary and Area offers a competitive salary, health benefits and RRSP matching.

Big Brothers Big Sisters of Calgary is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.