

JOB DESCRIPTION

Position: **Manager of Resource Development & Community Engagement**

Status: **Management/Excluded, Part-Time (24 hrs/week)**

Summary: Reporting to the Executive Director, the Manager of Resource Development and Community Engagement is responsible for the effective development and implementation of the Comox Valley Transitions Societies resource development and community engagement strategies and initiatives. Duties for this role include the identification, planning and executing new and existing fundraising and community engagement opportunities including donor cultivation and stewardship, corporate and foundation partnership development, event management, marketing, public relations, and communication.

KEY DUTIES AND RESPONSIBILITIES:

Resource Development

- Working with the Executive Director, develop a comprehensive fund development plan aimed at increasing revenue from individuals, corporations and foundations.
- Establish activities to engage donors in CVTS's work and enhance donor loyalty.
- Prepare and deliver fundraising presentations to donors, funders and community members as required.
- Lead the planning and execution of CVTS fundraising events.
- Develop and execute an effective partnership program to cultivate and maintain long-term event sponsors and strategic partners.
- Leverage marketing and communications channels to effectively recognize partners, funders, donors, and event participants.
- Manage the effective utilization of DonorPerfect.
- Design and management a comprehensive legacy giving strategy.

Marketing, Communication and Public Relations

- Develop and execute a comprehensive content marketing strategy to increase community awareness, engagement and participation in fundraising events, fundraising campaigns, programs delivery, awareness raising, and advocacy as directed.
- Write and procure marketing content to effectively leverage website, e-newsletter, and social media channels.

- Oversees the development of all written communications, taking into consideration imagery, message and position, vision, values, goals, and priorities.
- Ensure website is functional and current.

Administration and Reporting

- Complete quarterly reports for the Board of Directors and Annual Report for AGM
- Ensure donor management system is utilized and maintained.
- Prepare project management outline and progress notes for fundraising activities.
- Prepare, update track, document and file community engagement and resource development efforts.
- Ensure administrative tasks are completed for all aspects of the job.
- Develop and monitor usage of print material including logo and graphic standards.
- Complete forms and adhere to processes as outlined in CVTS's policies and procedures.
- Attend staff meeting and trainings made available through CVTS.
- Assume other tasks and duties as directed by the Executive Director.

QUALIFICATIONS:

Education, Training and Experience:

- Post - secondary education in fundraising or marketing and communications or related disciplines, or an equivalent combination of education and experience.
- 3-5 years non-profit fundraising experience
- Knowledge of current federal, provincial, and municipal policies and regulations governing charitable organizations.
- Experience with planning and executing successful fundraising events.
- Computer proficiency in Microsoft Office, WordPress and graphic design software, and databases

Skills

- Strong fundraising skills with a focus on individual and major giving.
- Ability to achieve results while maintaining and building effective relationships.
- Ability to work independently and as part of or leader of a team.
- Ability to resolve problems quickly and effectively.
- Ability to focus on delivery of targets and goals.

- Ability to take initiative, manage multiple and diverse projects and deadlines.

Other

- Capacity to work inter-culturally and build cross cultural relationships with sensitivity.
- Strong feminist analysis of violence against women and social justice
- Clear understanding of privacy legislation, confidentiality, and the limits of confidentiality.
- Valid Class 5 BC Driver's License and use of an insured vehicle.
- Criminal Record Clearance
- Ability to handle flexible working hours with occasional evening and weekend work when required.