



# CAREER OPPORTUNITY

FOUNDATION | MANAGER OF FUND DEVELOPMENT

## VISION

People with diverse abilities will have a voice, a choice and a place to belong for their entire lives

## POSITION SUMMARY

Reporting to the Chief Executive Officer, the Manager of Fund Development plays a crucial role in securing the financial resources necessary to support our programs and initiatives. This position is responsible and accountable for leading and directing the fund development programs of the Foundation, ensuring that the fundraising goals are achieved, and the Foundation is strategically positioned as a leading charity of choice of long-term donors.

This role will oversee and manage the fund development team (including Fund Development Coordinator, Events Coordinator, and Receptionist) on daily fund development operations including events, communication, grant applications and administrative support.

## MISSION

Winnifred Stewart walks alongside adults with intellectual disabilities, amplifying their right to belong and fostering community inclusion.

## RESPONSIBILITIES

### Fund Development Strategy

- Participates in the Board formulation of the Foundation's mission, objectives, and related policies.
- Develop and implement a comprehensive fund development strategy and action plan that aligns with the vision, mission, and values of the Foundation and the Association

### Fundraising and Special Events

- Plan and manage all regular and special fundraising activities within the Foundation, ensuring the feedback is collected and used to inform future event planning.
- Ensure that the Foundation engages in quality, cost-effective fundraising to achieve annual goals and objectives

### Donor Relations and Stewardship

- Cultivate and maintain relationships with individual donors, foundations, corporations, and government agencies.
- Identify and target potential major donors for planned gifts, legacy development and corporate sponsorship, and develop personalized engagement plans to secure their support.
- Provide regular updates on the impact of donors' contributions.

### Grants Management

- Research and identify grant opportunities and maintain a grant opportunity pipeline.
- Write compelling grant proposals and applications.
- Working with accounting to administer and report on grants received ensuring compliance with all requirements and deadlines.

### Communications and Public Relations

- Represent the Foundation in targeted community activities to develop impactful connections.
- Build collaborative relationships with both the internal and external stakeholders.
- Work with marketing to develop and promote a consistent brand message that engages the community and donors on a regular basis.

## WHY US?

Join our team to develop your career while making a difference in the lives of others. There are plenty of jobs out there, but we offer more than just a job. Just ask our staff:

"Great employers that really care and support me to be

successful at my role”

“Incredible organization, with many long-term dedicated staff with a passion for serving people with diverse abilities”

“WS is my work family and it really does feel like a big family”

“Relaxed, fun, spontaneous environment”

## Compliance and Technology

- Join our team to develop your career while making a difference in the lives of others. There are plenty of jobs out there, but we offer more than just a job. Ensure compliance with all regulatory agencies by continually monitoring the operation of the Foundation’s fund development programs and initiating changes for improvement where appropriate.
- Deploy and roll out the new fundraising software DonorPerfect, providing tailored and continuous training to all levels of users.
- Maintain and clean up the data in DonorPerfect to ensure the donor records are up to date.
- Establish data intake, input, and information management protocols to ensure the privacy, confidentiality, and safety of donor information and transactions.

## Reporting and Analysis

- Manage the fund development budget, track expenses, and report on financial performance.
- Provide quarterly reports on fund development to the Board of Directors
- work with relevant team members to leverage the information from DonorPerfect to provide accurate and insightful reporting and execute effective campaigns.
- Represent the Foundation on relevant committees as appropriate.

## LOCATION

**Main Building at  
11130 131 Street  
NW, Edmonton, AB  
T5M 1C1**

## HOURS OF WORK

**Monday to Friday  
8:00 am - 4:00 pm**

## QUALIFICATIONS

- Completion of post-secondary education in Business, Communication, Marketing or related fields.
- Minimum five years fund development experience with three at the management level.
- A professional fundraising designation, including membership in good standing with the Association of Fundraising Professionals, Canadian Association of Gift Planners, or other appropriate organizations would be an asset.
- Knowledge and proven record of exhibiting a high level of professionalism and ethical standards
- Knowledge and understanding of the health and social service delivery systems.
- Demonstrated success in fundraising, grant and resource generation.
- Up-to-date knowledge and expertise in legal and tax legislation for fundraising and charitable contributions.
- Solid understanding of marketing and public relations theory and practice, and strong grant writing and public speaking skills.
- Proven record of change management and effective strategic planning.
- Strong managerial and financial management skills
- Cognizant of politically sensitive matters
- Proficient in software programs, including but not limited to, Microsoft Office applications, SharePoint, and donor database software.

*At Winnifred Stewart, we believe in equity, diversity and inclusion, embracing and learning from our differences to provide a positive workplace for all. We believe our teams should be as diverse as the individuals and communities we serve. All are welcome to apply from culturally diverse backgrounds*

**Please submit your Resume and Cover Letter to [careers@wsaf.ca](mailto:careers@wsaf.ca) or 11130 131 Street, Edmonton, AB T5M 1C1 on a business day between 8:30am and 4pm**

*We thank all applicants for their interest, however, only individuals selected for an interview will be contacted.*



EMAIL



780 453 6707



WEBSITE



FACEBOOK



INSTAGRAM