

ROLE DESCRIPTION

Working Title:	Resource Development Manager
Program/Department:	N/A
Reports To:	Executive Director
Direct Report(s):	N/A
Management and Exempt:	<input checked="" type="checkbox"/>

Position Summary

Reporting to the Executive Director, the Resource Development Manager is responsible for developing fundraising strategies for DCLS that focus on public relations, donor development, communication plans, marketing, and resource management.

The Resource Development Manager will lead DCLS in supporting and expanding services within the community while creating, strengthening and sustaining strategic alliances and partnerships. The Manager plays a key role in helping DCLS provide ongoing quality support services to adults with a developmental disability, their families and friends and must be dedicated to improving the quality of life of people with developmental disabilities.

Scope

Financial Accountability and Administration	<ul style="list-style-type: none"> • Develop and maintain on-line fundraising database management system to accurately track gifts, proposal and grant deadlines, all mailings, and contact information • Produce annual Fund Development Report • Promote and represent the organization, its stakeholders, and services positively and professionally • Oversee and manage budgets, revenue and expenditures for the Community Services Department prudently and effectively • Compile data, analyze results, and prepare high level reports for the Executive Director • Accountable to the Executive Director for monthly, quarterly and annual monitoring reports for department activities • Set annual departmental performance targets and develop strategic initiatives to accomplish outcomes
Communications	<ul style="list-style-type: none"> • Develop presentations that include key communications/messaging that meet the goals of the fund development strategy • Manage related communication with various stakeholders • Develop and organize DCLS Newsletter • Participate in policy review and development in collaboration with Management Team
Donor, Member and Community Relations	<ul style="list-style-type: none"> • Identify, evaluate, educate, and cultivate donors, sponsors and prospects • Ensure all donors receive appropriate and consistent recognition • Develop and maintain ongoing relationships with the media, community partners, local businesses and community stakeholders
Marketing and Fund Development	<ul style="list-style-type: none"> • Set, manage, and meet funding targets for the organization with the support of the Executive Director • Develop cases for support and fundraise in key areas including direct response, monthly giving, planned giving, corporate giving, grants and contributions • Plan, create and direct promotional information in print and on the society's website • Build visibility within the community through planning and attending various events

	<ul style="list-style-type: none"> and activities ☺ Design and manage all aspects of special fundraising events including maintaining and reporting accurate event financials and working with an external network of vendors, high profile volunteers, sponsors and media contacts ☺ Coordinate involvement in public education events/fairs as well as the society's participation in community events (i.e. parades, charity support, adopt-a-street)
Operational Management	<ul style="list-style-type: none"> ☺ Ensure that the services reflect the Society's Mission, Vision, and Service Principles ☺ Ensure appropriate use, effective stewardship, and maintenance of the Society's assets
Stakeholder Relationships	<ul style="list-style-type: none"> ☺ Ensure that the rights and best interests of persons served and their families are paramount in respect to program outcomes ☺ Field and respond to inquiries, requests, and complaints in a professional manner and in accordance with established policies ☺ Report and provide presentation of activities as requested by the Executive Director
Strategic Management	<ul style="list-style-type: none"> ☺ Create and manage an annual fundraising and marketing strategy to maximize revenues for DCLS ☺ Set annual departmental performance targets and develop strategic initiatives to meet goals ☺ Contribute to strategic plan and develop annual reports

Key Responsibilities

Key Area and Percentage of Time Spent		Key Responsibility Statement
Donor, Member and Community Relations	30%	Manage relationships with various stakeholders and act as liaison for DCLS Identify, evaluate, educate and cultivate donors and ensure all donors receive recognition consistently
Marketing	30%	Build awareness within the community based on marketing strategy; organize and attend events, and network with key stakeholders
Fund Development	30%	Set, manage, and meet funding targets for the organization with the support of the Executive Director; develop funding cases for support
Strategic Management	5%	Participate as an active member of the DCLS Management team; contribute to Strategic Plan, develop funding proposals and create annual reports
Administration	5%	Report on monthly, quarterly and annual activities to the Executive Director and Board of Directors; manage fundraising database

Competencies

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| 1. Verbal Communication | 5. Organizational Skills | 9. Approachability |
| 2. Presentation Skills | 6. Relationship Building | 10. Ability to Foster a Culture of Collaboration |
| 3. Strategic Outlook | 7. High Level Report Writing | 11. Interpersonal Savvy |
| 4. Technical Skills | 8. Managing Organizational Vision and Purpose | |

Essential and Preferred Qualifications

	Essential	Preferred
Formal Education	<ul style="list-style-type: none"> Degree or Diploma in Marketing, Fundraising, Public Relations and/or a related field 	<ul style="list-style-type: none"> AFP Certification
Training	<ul style="list-style-type: none"> Intermediate proficiency with MS Word, Excel, databases, graphics and presentation software 	<ul style="list-style-type: none"> Volunteer Management Leadership and People Management
Experience	<ul style="list-style-type: none"> Minimum three years of fundraising experience Experience with Not For Profit organizations Knowledge of current tax laws in regards to charitable giving 	<ul style="list-style-type: none"> Community Living experience

How to apply for this position:

Recruiting on behalf of DCLS, Meyers Norris Penny (www.mnp.ca) is currently accepting applications for the position of **Resource Development Manager**. Individuals interested in contributing within the community and to the long-term success of DCLS are encouraged to apply.

Please quote "**DCLS-RDM**" in the subject line of your email, and forward your resume and cover letter to: resumes.bcadvisory@mnp.ca. Please **do not apply directly to DCLS**. We thank all applicants for their interest. However, only those selected for an interview will be contacted.