

FUND DEVELOPMENT AND COMMUNICATIONS MANAGER
Permanent Fulltime Position

We are seeking an experienced and results-oriented individual who is passionate about making an impact on the health of the community through innovative fundraising and relationship building. You will assist two sister non-profit organizations, Family & Children's Services of Guelph and Wellington County and Kindle Communities to grow their fund development activities to realize their visions of supporting children, youth, families and individuals in our community. You will help grow the existing Children First Fund which aids Family & Children's Services in its support of children, youth and families and will also assist Kindle Communities in its desire to address our community's housing crisis. You are a strong communicator and collaborator who works closely with staff, volunteers and the Boards of Directors to successfully execute fundraising and communications plans and initiatives.

This position will be responsible for identifying prospects while creating and maintaining relationships through effective and impactful communications with current and future donors including corporate and community partnerships. You will work to elevate the profile of the organizations in order to promote the work they do on behalf of the community.

QUALIFICATIONS/SKILLS:

- Minimum of 3-5 years of relevant experience in fund development & communications
- Relevant degree/certificate(s) in fundraising, event management, marketing, communications and/or public relations is an asset
- Excellent social media skills
- Successful track record in the development and execution of fundraising programs and in the development and stewardship of donors/sponsors
- Excellent social, interpersonal and leadership skills, public speaking and writing ability
- Highly skilled in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Familiarity with design software such as Adobe Creative Suite or Canva
- Experience with digital marketing tools including website editing using content management systems (such as WordPress), email marketing (such as Constant Contact) and social media platforms and scheduling software (such as Hootsuite).
- Familiarity with donor management software
- Knowledge of the Guelph-Wellington community both from a business and social service perspective is a definite asset;
- Knowledge of, and a passion for, staying up to date on current trends in giving
- Demonstrated excellence in communication and presentation skills
- Strong project management skills

PERSONAL CHARACTERISTICS:

- Ability to think strategically, communicate effectively and foster teamwork
- Motivated individual who thrives in a fast-paced environment with multiple project deadlines.
- Ability to develop and maintain a high level of strategic partnerships
- Advanced problem-solving ability
- Ability to build organizational capacity
- Personal effectiveness, including interpersonal sensitivity and leadership presence
- Commitment to Equity, Inclusion and Anti-Oppressive practice
- Well-honed organizational and time management skills

LOCATION: 275 Eramosa Road, Guelph

Family and Children's Services is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from people of all races, colours, ethnic origins, religions, abilities and sexual orientations. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.

Qualified individuals are invited to send their resume by **July 24, 2020** to:

Human Resources

Family & Children's Services of Guelph and Wellington County
employment@fcsgw.org

Posting Date: July 10, 2020