

**FUND DEVELOPMENT MANAGER
1 Permanent Full-Time Position**

Family and Children's Services of Guelph and Wellington County is committed to the decolonization of the child welfare system while remaining focused on the safety and wellbeing of children with their families and kin. This includes challenging and responding to the structural inequalities experienced by families. Fundamental to the work are the foundations of Equity, Anti-Oppression, Indigenous Justice, and Trauma in child welfare using the practice models of Signs of Safety and Family Finding.

POSITION SUMMARY:

The Fund Development Manager assists two sister non-profit organizations, Family & Children's Services of Guelph and Wellington County and Kindle Communities to grow their fund development activities in order to realize their visions of supporting children, youth, families and individuals in our community. This position will help manage and grow the Children First Fund which aids Family & Children's Services in its support of children, youth and families. It also supports the work done by Kindle Communities in support of their strategic plan. This position works closely with staff, volunteers and the Boards of Directors to successfully execute fundraising plans and initiatives.

The Fund Development Manager is responsible for identifying prospects while creating and maintaining relationships through effective and impactful communications with current and future donors including corporate and community partnerships and will elevate the profile of the organizations in order to promote the work they do on behalf of the community. Included in this role is providing communications consultation for the agency and facilitating the communications committee.

QUALIFICATIONS/SKILLS:

- Minimum 3 to 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.
- Knowledge of communication strategies & tactics
- Effective consultation and facilitation skills
- 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

Family & Children's Services of Guelph and Wellington County is committed to working from an Anti-Oppressive and Equity practice and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The agency encourages applications from members of an Equity deserving group and/or with lived experience. 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 **August 26, 2022**, to:

Human Resources

Family & Children's Services of Guelph and Wellington County

employment@fcsgw.org

Posting Date: August 17, 2022