



FUND DEVELOPMENT MANAGER

FULL TIME POSITION

Overview of Position:

Execute Hospice Simcoe's fundraising plans and seek out new fundraising opportunities. Achieve the annual revenue target. Manage and mentor Fund Development staff and volunteers.

Environment:

- Hospice Simcoe's residential care facility. 37.5 hour work week with some flexibility for evenings and weekends.

Duties and Responsibilities:

- Implement and build on the Hospice Simcoe Fund Development Program, with the support of the Fund Development Coordinator, key Hospice Simcoe staff and volunteers.
- Research, cultivate and manage a network of contacts and prospective donors that have the capacity to give a large gift or be ongoing supporters
- Ensure the implementation of the Hospice Simcoe Donor Stewardship and recognition strategies
- Mentor and collaborate with the Fund Development Coordinator who has responsibility for the signature fundraising events and the recruitment, evaluation and support for third party events
- Review, update, compose relevant policy as needed

Qualifications and Skills:

- 5+ years of professional fundraising experience that includes a proven track record of identifying, soliciting and obtaining significant donations
- 5+ years of experience in office administration
- Experience leading a fundraising team including events.
- Excellent time management, problem solving, organizational skills and attention to detail
- Strong written and verbal communication skills
- Proficient with the Microsoft Office Suite and experience with a fundraising database
- Ability to manage/organize own work load and work with minimal supervision
- Manage relationships with fundraising staff, volunteers and a wide variety of donors
- Valid driver's license and daily access to a reliable vehicle

Compensation:

- Competitive salary based on experience
- Healthcare of Ontario Pension Plan (HOOPP) & Extended health benefits included after two months employment

Working Relationships:

- Reports to Executive Director
- Supervises Fund Development Coordinator and Office Administrator
- Works collaboratively with all staff members and volunteers
- Works with donors, service clubs, community organizations, suppliers, families and the general public

Application deadline:

Submit your resume and cover letter by Friday, October 23, 2020 at 5:00 pm to Tonya Cloughton, Volunteer & HR Coordinator at tonya@hospicesimcoe.ca

Hospice Simcoe is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

We thank all applicants, however, only those invited for an interview will be contacted.