



**DIRECTOR OF DEVELOPMENT
PART TIME TERM POSITION
. 5 E.F.T. - 20 HOURS PER WEEK**

DURATION OF TERM: Two Year Term (May Be Extended)

HOURS OF WORK: Monday to Friday 9:00 A.M. to 5:00 P.M. (flexed)
some evenings and weekends are required

SALARY RANGE: \$32.69 - \$40.87 per hour

PLEASE SUBMIT RESUME BY WEDNESDAY, OCTOBER 14, 2020 TO:

Executive Assistant, Klinik Community Health 167 Sherbrook Street, Winnipeg, MB R3C 2B7
Fax 772-7998 / e-mail: klinik@klinik.mb.ca

POSITION SUMMARY:

Klinik Community Health is looking for a Director of Development to help build a strong fundraising program that will assist this registered charity in delivering on exceptional programs rooted in a social justice mandate. On a part-time basis, this individual would be responsible for the development and implementation of a fund development strategy for the organization. This is an exciting time to join Klinik as its first director of development: Klinik recently moved into a new building and requires a candidate with strong communications and stewardship abilities, while looking to the future with annual appeals, major giving, multi-year grant opportunities and donor relations activities. If you are an entrepreneurial and creative fundraiser whose values align with Klinik's mandate and philosophy, please consider this opportunity.

QUALIFICATIONS:

- Supportive of Klinik's mandate and philosophy
- Post-secondary degree in area of public relations or fund development, or related field, or a combination of education and experience
- Three to five years' experience in a related field
- Demonstrated fundraising success
- Demonstrated success in roles requiring good judgment, analytic, systematic thinking while managing multiple priorities
- A public relations orientation: tact, diplomacy, and strong instinct for social protocol
- Familiar with fundraising software (e.g. SUMAC, Raiser's Edge, DonorPerfect) an asset
- Ability to stay calm under pressure and meet deadlines in a fast-paced and dynamic environment
- CFRE, (Certified Fundraising Executive) or other fund development designation preferred

- Excellent written and oral communication skills in English demonstrated in previous roles that require communication with diverse groups
- Excellent oral and written communication skills
- Valid Manitoba driver's license and access to a vehicle

RESPONSIBILITIES:

Strategy and Planning:

- Works closely with Klinik staff and leadership to implement a comprehensive Fund Development Plan (FDP) and action steps to achieve agreed upon goals and objectives
- Contribute to the strategic and business planning process, including participation in development of the annual fundraising budget and operational plan
- Ensure development and fundraising plans represent our values
- Develop short-term and long-term fundraising strategies consistent with the Klinik's strategic plan
- Lead in the development and management of timelines for various fundraising strategies to ensure strategic plans and critical processes are developed, introduced and executed in a timely manner

Funding Execution:

- Develop and lead the development of compelling case for support material and to inspire philanthropy
- Maintain a diversified mix of fundraising initiatives that include individuals, foundations, corporations and other community funders that support the mission and vision of Klinik
- Actively research, build and manage a portfolio of prospects and donors
- Develop and execute strategic plans for fundraising programs, donor approaches and solicitations
- Actively research and write grants for areas of development relevant to Klinik's mandate and growth plans
- Meet with donors and prospects face-to-face to facilitate donor decisions resulting in major gifts and the signing of donor agreements
- Provide timely information and professional responses to donor inquiries
- Assess, evaluate, and implement changes as needed to fundraising activities and practices
- Support the execution of and attend donor events and cultivate and steward relationships with the attendees
- Build relationships with community stakeholders to advance the mission and fundraising goals of Klinik

Staff and Volunteer Relationship:

- Collaborate with other members of the Klinik team, research ideas, contribute to developing funding proposals, gift agreements, and other communication materials of a high standard
- Provide leadership on the development, planning, and execution of fundraising campaigns to establish and maintain fundraising momentum and capacity and to achieve specified campaign objectives

- Manage and provide ongoing leadership and oversight to staff and volunteer fundraising teams, including supervision of communication and administrative staff assigned to fundraising
- Assist board members, Executive Director, and other fundraising and sponsorship volunteers and staff to identify, cultivate, and solicit charitable gifts and sponsorships
- Identify and attract new fundraising volunteers to assist with meeting revenue goals and manage volunteers based on industry best practice
- Work with the other members of the team to ensure the maintenance of the donor database including records inputting, updating, reporting and “moves management” (engaging potential/current donors to be more involved), follow-up tracking
- Contribute to the strategic direction of the organization and advise on and contribute to continuous improvements related to industry best practices
- Participate in staff meetings, meetings with supervisor, and other Agency meetings as required
- Maintain up-to-date files, statistics, time sheets and other administrative requirements as directed
- Promote Agency programs and services within the community
- Other duties that support the goals and mission of the Agency as assigned

PHYSICAL DEMANDS/WORKING CONDITIONS:

- The primary work environment consists of an office building with individual work spaces
- The secondary work environment will be in various locations
- The work environment may include group settings of 10 to 300 people
- Prolonged physical activity of sitting and standing
- May be required to move items weighing up to 10 kg
- May be required to work a variety of shifts including evenings and weekends

Klinic is a pro-choice community health centre

and supports the principles of diversity, inclusion and cultural awareness

Thank you for your interest. Only candidates selected for an interview will be contacted.