

Fund Development Manager (Bilingual) – Shelter Movers Greater Moncton

Role Description

Last Updated: March 10, 2023

About Shelter Movers

Shelter Movers is a national, volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. We collaborate with local businesses and community agencies to support people, primarily women and children, as they transition to a life free of violence. Every year, in collaboration with community partners, our volunteer teams contribute over 15,000 hours to support people transitioning to lives free of violence and abuse.

Working at Shelter Movers means creating a meaningful impact on families experiencing abuse. It also means showing allyship and playing a tangible role in breaking Canada's gender-based violence cycle. We are growing and looking to add caring, compassionate, competent people to join our team.

About the role

The Fund Development Manager will be integral in supporting Shelter Movers Greater Moncton. Reporting to the National Fund Development Director and the Chapter Director, the Fund Development Manager is a self-directed and results-oriented role. The primary responsibilities of this position include cultivating relationships with donors and securing philanthropic commitments from individuals, corporations, foundations, and government agencies. This role will strongly focus on event-based fundraising, which includes supporting third-party events and campaigns, research, and donor management. The Fund Development Manager will align fund development activities with the organization's strategic priorities.

Key Responsibilities

- Organize fundraising activities and campaigns with the support of staff and volunteers, including creating budgets and tracking revenue and expenses;
- Instruct and support third-party fundraisers to ensure appropriate procedures and guidelines are followed;
- Identify and steward major gift donors and manage a portfolio of current donors and prospects;
- Research potential grant opportunities from organizations that align with the mission and values of Shelter Movers Greater Moncton.
- Assemble and submit grant applications that include (but not limited to) all necessary components of the application or proposal in a timely manner.
- Connect with grant-making foundations and organizations to solicit feedback and establish positive working relationships
- Cultivate and sustain relationships with individuals, corporations, foundations, and government agencies;
- Manage in-kind donations from local community partners, including tracking promised visibility;
- Develop and coordinate an appropriate recognition program for donors and partners;
- Conduct presentations to organizations and companies to encourage financial support.
- Work with the Fund Development Director and Chapter Director to develop annual targets and a strategy to achieve fundraising goals.
- Track and monitor donor activities and contributions for Greater Moncton via Volunteer Hub and CanadaHelps Donor Management System (DMS)
- Regularly report on fundraising progress, challenges and opportunities

- Build a team of volunteers and provide support for grant writing, research, stewardship activities and event planning.

Qualifications

- College diploma or university degree with at least 2-5 years of proven success in a charitable fundraising environment or the equivalent education and experience
- Excellent interpersonal and communication skills, including proficiency in public speaking and presentations, are required
- Experience in event planning, solicitation of gifts of varying sizes and frequency
- Proven knowledge of privacy legislation and ability to conduct business in accordance with professional association codes of ethics
- Membership in the Association of Fundraising Professionals or the Canadian Association of Gift Planners an asset
- A valid class 5 driver's licence is required
- Dynamic, outgoing personality with sound judgment and discretion
- Demonstrated commitment to professional growth
- Strong interpersonal and leadership skills and the ability to work effectively with all levels within the organization
- Ability to work autonomously and as a member of a team in a fast-paced, high volume and professional environment, managing multiple priorities
- Excellent written and verbal communications skills in both English and French
- Excellent working knowledge of Volunteer Hub, Google Suite software, Slack and Trello
- Strong organizational skills with the ability to multitask and work under pressure to meet tight deadlines for projects and task
- Accuracy and attention to detail
- Excellent organizational and analytical skills with the ability to manage multiple priorities
- Flexible, results and detail-oriented.

Additional considerations

- Occasional travel and additional work time may be required, on occasion, in the evenings and on some weekends due to the nature of this position.
- **Location:** Remote, with some in-person events and meetings
- **Job Type:** Part-time (21h/week), 6-month renewable contract position (3 months probationary period) with flexible work hours.
- **Salary Range:** \$27.47 to \$32.96 depending on experience and agreed scope for the position.

Perks at Shelter Movers:

- Competitive salary
- Health/dental benefits
- Employee Assistance Program
- Maternity top-up
- Discounted GoodLife fitness membership plus waived enrolment fees
- Paid time-off

To Apply

Email your resume and cover letter to hr@sheltermovers.com Note that the successful candidate will be subject to successful completion of a criminal background check and reference check.

Equal Opportunity Statement

Shelter Movers is an equal-opportunity employer. We welcome applicants from all backgrounds without regard to age, colour, race, sex, religion or belief, national or ethnic origin, sexual orientation, gender identity or expression, marital status, family or parental status, genetic characteristics, or physical or mental disability. We provide employment accommodation in accordance with provincial legislation. To request a reasonable accommodation, contact hr@sheltermovers.com

Covid-19 Hiring Statement

Shelter Movers continues to operate and provide our unique moving and storage services, notwithstanding the COVID-19 pandemic. We have implemented stringent safety measures to protect our volunteers, staff, partners, and clients.