

## **Fund Development Manager – SM Alberta**

### **Job Description**

Last updated: May 9, 2023

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#### **Who we are:**

- A national charitable organization that provides free moving and storage services to individuals and families fleeing abuse. Shelter Movers is the only service of its kind in Canada.
- Powered by over 2,000 volunteers across Canada, Shelter Movers currently runs chapters in several cities across the country and we are expanding!
- Since 2016, Shelter Movers has completed over 5,000 moves, transitioning individuals and families.
- 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.

#### **Who will love this job:**

- A collaborator wanting to work with staff, volunteers and partners both on a local and national level to help actualize the organization's goals and mission
- A passionate and competent individual who understands the intersectionality of abuse and varied identities in the local community
- An ally wanting to play a tangible role in breaking the cycle of gender-based violence in Canada
- A changemaker looking to create a meaningful impact for families experiencing abuse

#### **About this Role:**

Shelter Movers is embarking on an innovative and targeted initiative in Fund Development to sustainably improve our growth and impact. Our Chapters are looking for creative and skilled individuals to build on our strong foundation of philanthropy and community support to ensure our services can be delivered to as many survivors as possible.

Our strategy is to target Fund Development Professionals who can provide the specific skills and experience to advance each Chapter's fundraising capabilities. Shelter Movers' success has been predicated on passionate and caring individuals who bring their talent and experience to a universal cause that is both inspiring and has an immediate impact.

This role will be integral in supporting Shelter Movers of Calgary and Shelter Movers of Edmonton to reach their fundraising goals through specific and targeted skills and will align fund development activities with the organization's strategic priorities.

### **The Ideal Candidate Has:**

#### **Demonstrated expertise in a minimum of one of the following fundraising streams:**

- Fundraising Campaigns
- Major Gifts and Stewardship
- Grant Writing and Reporting
- Corporate Partnerships
- Event Planning

In addition to a focused expertise in at least one of the above fundraising streams, the ideal candidate will have the knowledge, experience and/or skill sets to manage and support a diverse fundraising portfolio in their chapter.

#### **Associated responsibilities include the management or execution of the following:**

- Work with the Chapter Director to develop an annual fundraising plan based on the local fundraising climate and in accordance with national policy.
- Build a team of volunteers and provide support for fundraising activities as needed;
- Track and monitor donor activities and contributions via Volunteer Hub and CanadaHelps Donor Management System (DMS);
- Regularly report on fundraising progress, challenges and opportunities;
- 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;
- Connect with grant-making foundations and organizations to solicit feedback and establish positive working relationships;
- Research potential grant opportunities from organizations that align with the mission and values of Shelter Movers;
- Assemble and submit grant applications that include (but not limited to) all necessary components of the application or proposal in a timely manner;
- 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 Chapter Director to develop annual targets and a strategy to achieve fundraising goals;
- Work in collaboration with the Marketing and Communications team in all fundraising activities requiring Marketing & Communications involvement and support
- Develop and execute full cycle campaigns in line with Chapter needs and in line with National objectives

**Qualifications:**

- At least 2-5 years of demonstrable success in a charitable fundraising environment or the equivalent education and experience
- Excellent working knowledge of Canada Helps, Google Suite software, Slack
- Must be able to work within a full remote work environment and complete in person visits and meetings when necessary
- Excellent interpersonal and communication skills, and the ability to work effectively with all levels within the organization
- Proven knowledge of legislation pertaining to donor privacy 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
- Written and verbal communication skills in French is an asset

- Innovation and creativity are highly valued in this position, in order to explore alternatives to traditional styles of fundraising
- Dynamic, outgoing personality with sound judgment and discretion
- Demonstrated commitment to professional growth
- Ability to work autonomously and as a member of a team in a fast-paced, high volume and professional environment, managing multiple priorities
- Strong organizational skills with the ability to multitask and work under pressure to meet tight deadlines for projects and tasks
- Accuracy and attention to detail
- Commitment to uphold Shelter Movers' organizational values and commitment to trauma-informed, anti-racist, anti-oppressive, client-centered, LGBTQI+ inclusive practices
- Strong ethics and strives for integrity and excellence in all areas of responsibility

#### **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. The candidate must have reliable transportation.
- **Job Type:** Full time (35h/week)
- **Salary Range:** \$50,000-\$60,000 prorated on 35h/ work week

#### **Perks at Shelter Movers:**

- Competitive salary
- Health/dental benefits
- Employee Assistance Program
- Maternity top-up
- Paid vacation

#### **To Apply:**

Email your resume and cover letter to [careers@sheltermovers.com](mailto:careers@sheltermovers.com) with the subject line "Fund Development SMC/E Application"

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. Racialized people, people who identify as LGBTQ+, and/or who are living with a disability are particularly encouraged to apply for this position. We provide employment accommodation in accordance with provincial legislation. To request accommodation, contact [careers@sheltermovers.com](mailto:careers@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.