



May 16, 2019

JOB POSTING
Full Time Manager, Community Development

Union Classification: Non-Union
Number of Hours: 35 hours per week
Posting Closes: Posting will remain active until a suitable candidate has been found.
Start Date: ASAP

Gillian's Place has been providing safe refuge and non-residential programs that enable women and children to break the cycle of violence since 1977. Qualified and experienced staff provide 24-hour telephone counseling, one-on-one and group counseling, safe emergency shelter in a 34-bed facility, meals and emergency clothing, and children's counseling and recreation programs. We also provide outreach programs for women living in the community, including crisis outreach counselling, advocacy with the criminal justice and family court systems, and public education on woman abuse in the community.

Reporting to the Director of Development and Violence Prevention Programs, the Manager, Community Development is a seasoned fundraiser responsible for generating philanthropic support from individuals, corporations and foundations using a donor-centric approach and works closely with the Development Team to ensure that all elements of recognition and stewardship have been fulfilled.

RESPONSIBILITIES:

- Design and implement a ladder of engagement for individual donors; develop successful cultivation strategies to identify and secure new donors and to increase major donor giving levels
- Develop and implement a planned giving program with a focus on legacy giving
- Drive the acquisition of new corporate and foundation partners to support our events and programs
- Engage and recruit event participants/attendees
- Create and implement a plan to provide outstanding donor and sponsor stewardship
- Proactively deepen relationships with existing donors, partners and sponsors; create opportunities to develop new senior level relationships
- Identify opportunities for third party fundraising and outreach opportunities
- Plan and execute a social media strategy to support fundraising and awareness goals
- Work with the Director to produce internal and external communications including newsletters, annual reports, donor correspondence, press releases, etc.
- Provide leadership to your staff to ensure the effective delivery of your department's outcomes related to fundraising initiatives, marketing, digital and print communications, and volunteer coordination.
- Other duties as assigned

QUALIFICATIONS:

- Demonstrated success in donor cultivation, solicitation and stewardship

- Strong computer skills, with proficiency in Microsoft Office, Adobe Creative Suite, Donor Management Software (i.e. Raiser's Edge, eTapestry). Experience working in Microsoft 365 an asset. Comfort learning new platforms is required
- Compelling and creative visual storyteller with a keen ability to identify and generate stories
- Demonstrated ability in social media fundraising and marketing
- Knowledge of social media best practices and effective use of digital tools
- Experience managing multiple platforms to drive engagement using a consistent voice
- Excellent written communication skills
- Strong researching abilities, and excellent organizational skills
- Demonstration of independence and ability to think critically and creatively
- Must be fully conversant with CRA requirements as they apply to registered charities
- Post-Secondary education in Non-Profit Management, Fundraising, Marketing, or equivalent and Certified Fundraising Executive (CFRE) designation an asset

EXPERIENCE:

- Minimum three (3) years fundraising experience
- Minimum two (2) years management experience
- Experience working in a fast-paced, dynamic environment with a small team
- Experience working in the Social Service sector is an asset

Gillian's Place is an equal opportunity employer. Any applicant who communicates the need for accommodation shall be considered in a manner that is non-discriminatory and respectful of our human rights obligations. The ability to communicate in French would be considered an asset.

All interested applicants should apply in writing to: humanresources@gilliansplace.com

Please note that while we thank all applicants, only those selected for an interview will be contacted. No phone calls please.