



**BATTERED WOMEN'S  
SUPPORT SERVICES**



**Safety Changes Everything**

## Manager of Development

The Manager of Development, you want to utilize your innovative, strategic approach to fundraising to lead the growth of BWSS using a decolonial, intersectional feminist framework. Furthering the mission, vision and values of the organization, working towards the elimination of gender based violence.

A mission like ours needs a perspective like yours, that's what makes us stronger.

### Position Summary

The Manager of Development creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, social enterprise and in-kind resources.

### Primary Duties and Responsibilities

#### *Plan fund development activities*

- Collaborate with Executive Director and Resource Development Team to create a fund development plan which increases revenues to support the strategic direction of BWSS;
- Work with Leadership team to develop, set, and monitor all organizational fundraising goals;
- Lead all efforts for fundraising related events including planning, logistics and implementation;
- Implement the fund development plans in accordance with ethical fundraising principles;
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved;
- Monitor trends in the community or region and adapt fundraising strategies as necessary;
- Manage all donor acknowledgements, cultivation, relationship management and communication processes, including managing Executive Director's prospect cultivation calendar and schedule;
- Partner, participate and support the Executive Director's sponsorship, major gifts and planned giving initiatives, including fundraising asks;
- Manage and maintain all fundraising related data in the organization's database;
- Track all incoming and outstanding donations and provide regular reporting on fundraising successes and projections.

#### *Organize fund development activities*

- Create cultivation, solicitation and stewardship programs to engage donors and sponsors;
- Serve as an active prospect identifier, targeting prospects for personal visits and moving annual donors through the donor pyramid into the next giving level and making creative connections between and among people, events, programs, and their associated circles;
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner;

- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization;
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization;
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities;
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information;
- Develop, lead and manage all fundraising appeal and campaign processes and administrative implementation (including all print and digital channels).

#### *Staff fund development activities*

- In consultation with the Executive Director or designate, recruit, interview, and select well-qualified fund development staff and volunteers;
- Mentor, collaborate and oversee volunteers and staff a part of fund development team;
- Engage volunteers for special fund development projects using established volunteer management practices;
- Establish and change priorities and timetables in response to changing resource and staffing conditions.

#### *Manage fund development budget*

- Develop and gain approval for an annual income and expenditure budget for the fund development program;
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities;
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

#### *Communications*

- Work closely with the Resource Development and Communication Teams to devise, implement and execute strategic public relations campaigns with demonstrated results;
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization;
- Foster an understanding of philanthropy within the organization;
- Co-ordinates and implements the development of content and manages update and maintenance of website;
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts;
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

#### **Qualifications and Experience**

- Training in English and/or relevant social science and/or Public Relations or Bachelor's degree in Marketing, Communications, Business or related field. Equivalent education and experience will be considered;

- Experience and training in fundraising, donor relations, and/or communications, A certificate in Fundraising Management is an asset, CFRE certification also an asset;
- Experience with social enterprise development and/or management an asset;
- Feminist leadership skills with previous supervisory experience;
- Excellent communication both written and verbal;
- Minimum 5 years fundraising experience in the not-for-profit sector;
- Savvy user of social media platforms;
- A commitment to BWSS mission, goals and objectives;
- Exemplary writing and presentation skills including comfort level with writing executive-level speeches, presentations, speaking notes, backgrounders and fact sheets;
- Solid media relationships including those with journalists in key daily print, broadcast, trade and online media outlets.

*Proficiency in the use of computer for, but not limited to:*

- Fund raising software
- Word processing
- Databases
- Spreadsheets
- E-mail
- Social Media platforms

*Personal characteristics*

- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities;
- Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and aligns with the values of the organization;
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization;
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters;
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness;
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization;
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities;
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results;
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem;

- Critical Feedback: The ability to give and receive feedback that facilitates growth and development of self and others;
- Fast Paced Environment: The ability to manage a variety of projects and short deadlines in a fast-paced and busy environment and work under pressure.

### **Working Conditions**

- Manager Development works in a shared office environment and at home office during COVID-19;
- Manager Development usually works a standard work week;
- Manager Development may be required to work evenings and weekends during major campaigns and special events.

### **Classification**

- Reports to the Executive Director;
- This position is a member of the Leadership Team;
- Permanent full-time 40 hours weekly;
- Salary \$74,880 - \$83,200, based on experience;
- Excellent benefit and pension plan after successful completion of three-month probation period;
- As a bona fide job requirement this position will be held by a woman.

### **Application Process:**

If you seek the opportunity to commit to an organization engaged in making a real difference in the lives of children and women in our community, please send your resume by **5pm on October 29, 2020**. Respond via email to: Battered Women's Support Services [endingviolence@bwss.org](mailto:endingviolence@bwss.org). No phone calls please.

### **About Battered Women's Support Services**

Battered Women's Support Services (BWSS), is a dynamic organization with a decolonial, intersectional, anti-oppressive and feminist approach that provides a matrix of support services and advocacy for women, femmes and non-binary folks who experience gender-based violence. Everyday, we walk alongside women, supporting them on their healing journey, amplifying voices and resilience. In collaboration with community, volunteers and staff, we are active in our long-term goal for the elimination of all violence against women and girls.

[www.bwss.org](http://www.bwss.org)