

A Safe Place

Mission

To provide those experiencing domestic abuse or crisis with compassionate, trauma-informed care and support.

Vision

A community where families and individuals are safe, secure and supported.

Position: Manager, Development & Community Relations

Program: Fund Development

Reporting to: Executive Director

Position Type: Full-time Permanent

Summary: The role of the Manager of Development & Community Relations is to lead the fund development team to raise the profile of A Safe Place, to secure financial and volunteer support for the programs and facility, and develop long-term, impactful relationships with A Safe Place major and corporate donors.

KEY ROLES & RESPONSIBILITIES

- Working with the Executive Director to plan and execute the overall fund development plan
- Developing and maintaining a sustainable major gift, corporate giving and planned giving program
- Implementing endowment-building strategies
- Developing and implementing new fund development campaigns and events
- Researching and applying for public and private grants
- Developing A Safe Place prospect and donor base through contact with and the cultivation of prospects
- Creating, maintaining and submitting accurate reports on donations from various programs and special events
- Preparing material for solicitation calls, developing grant proposals, making appointments for volunteers and senior staff to visit prospects
- Attending fundraising committee meetings. Overseeing and implementing fundraising activities. Coordinating events/recruiting coordinators for events such as galas, golf tournament, casino, bingo, and raffles.
- Participating with the Office Administrative staff.

- Managing in-kind donation program
- Creating long-term community relationships & partnerships

QUALIFICATIONS & EDUCATION REQUIREMENTS

- Experience in fund development, and management experience.
- Post-secondary education.
- Excellent communication & written skills, and good interpersonal skills.
- Clear Criminal record check including vulnerable sector search & Intervention record check every 3 years. A valid driver's license is required.

KNOWLEDGE, SKILLS & ATTRIBUTES

Leadership Skills – Demonstrated ability to lead, coach and motivate others using an open and inclusive leadership style.

Strategic Leadership – Ability to look at the “big picture” while still attending to details; proven success in strategic thinking and planning; ability to translate operational priorities into action and lead change; able to coach direct reports; a credible leader; leads by example.

Interpersonal Skills – Well developed interpersonal and relationship skills so as to establish effective relationships with the various levels of government, other public organizations and the private sector.

Relationship Building – Ability to develop and maintain positive and productive relationships and partnerships with organizations and individuals both internal and external to the organization.

Adaptability – Ability to adjust to changing environment, schedules, and priorities accordingly.

Communication Skills – Open and straightforward style with all audiences and an ability to effectively communicate with all stakeholders; candid and respectful with everyone; possesses strong written and verbal communication skills and presentation abilities.

Team Player/Teamwork – Demonstrated success leading a team; communicates openly with others; establishes expectations; holds self and others accountable; supports group decisions; shares credit; builds enthusiasm for goals; resolves conflict appropriately; works collaboratively.

Impact and Influence – Ability to establish credibility and respect; builds strong working relationships with employees, and external stakeholders; works in a collaborative and solutions-focused manner to achieve outcomes that align best with the needs of the organization and the people they serve.