

## **Manager, Development and Engagement**

### **The Organization**

Ernestine's Women's Shelter is an organization run by women that provides support and shelter for women, youth and children experiencing violence. Within a solidarity model, Ernestine's acknowledges the multitude of issues facing survivors of abuse and provides crisis intervention and a range of holistic services through a feminist and ARAO lens.

### **The Opportunity**

Reporting to the Executive Director, the Manager of Development and Engagement will build and support relationships with a diverse group of community stakeholders and funders, promoting the integration of awareness, advocacy and fundraising. In this role, you will manage all the activities related to the identification, cultivation, solicitation and stewardship of all forms of donors i.e. individual, corporate, in-kind donors.

You will work as senior team member to raise public awareness of Ernestine's Women's Shelter's efforts to support women and children fleeing violence while developing, implementing and managing new methodologies of fundraising to the organization to maximize the many opportunities before us to deepen donor engagement and investment in our cause.

### **Key Responsibilities:**

- Lead the annual gala fundraiser, the Ernestine Affair, working closely with volunteer event committee and staff to bring event to fruition.
- Execute appeals including developing materials and selection, management and extraction of data from Raisers Edge database management.
- Together with Executive Director and the Fundraising Committee develop solicitation strategies for and build relationships with individual, corporate and foundation donors.
- Oversee Raisers Edge database and act as staff expert on the database.
- Manage and further develop a portfolio of gift prospects comprised of individuals, corporations and foundations, planned giving prospects and foundations.
- Renew and grow revenue with existing funders by exploring new opportunities.
- Create, execute and evaluate the shelter's social media presence.
- Achieve annual fundraising targets and manage expense budgets.
- Plan and implement donor stewardship and communication plan.
- Develop and write communication and fundraising materials such as campaign letters, e-newsletters and annual reports as needed.
- Assist the Executive Director in solidifying relationships with key donors and funders.
- Identify and cultivate third- party events for which Ernestine's is a beneficiary with an emphasis on promoting peer- to- peer fundraising.
- Cultivate and grow the volunteer engagement program.
- Provide regular updates to the Executive Director about fundraising and community engagement activities relative to goals.

## Key Qualifications:

- Minimum 5 years' of related experience and knowledge of best practices for individual, corporate and/or foundation fundraising
- Related university degree, college diploma or equivalent work and education experience
- A developed analysis of gender- based violence and broader social justice issues
- Demonstrated success in securing sponsorship at the \$20K level and up
- Excellent communication skills, with the ability to provide information concisely and effectively to any audience or supporter.
- Experience in community engagement and knowledge of using technology (including Facebook, Twitter, YouTube) to reach target audiences
- Demonstrated above average interpersonal skills that make you a people person who is a great listener, motivator and driven by the impact your work can have on those you ultimately represent.
- Ability to think strategically, coming up with innovative and creative solutions to problems that sometimes seem impossible.
- Superior writing skills and experience writing quickly in a range of formats, from online communications, grants, sponsorship proposals, direct mail and appeal letters.
- Demonstrated in-depth knowledge of Raiser's Edge and email distribution systems (such as MailChimp, Constant Contact), HTML, Wordpress and CSS
- Proficiency in Microsoft Office, Photoshop, InDesign and desktop publishing an asset
- Must possess a valid driver's license and have access to a vehicle.
- AFP membership is an asset.

## What We Offer:

Ernestine's Women's Shelter offers meaningful opportunities to make a positive impact on women and children fleeing violence. We are committed to fostering a culture that is inspiring, caring and inclusive. In return for your skills and dedication, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can truly make a difference every day. **The starting salary range for this position is 66K to 68K.**

## To Apply:

Qualified candidates are invited to submit their **resume and cover in a single PDF file** to: [humanresources@ernestines.ca](mailto:humanresources@ernestines.ca)

This posting will remain active until 5 p.m. on Friday, September 28<sup>th</sup>, 2018.

Ernestine's Women's Shelter is committed to employment equity and encourages applications from all qualified candidates. Our goal is to attract, develop and retain highly talented women from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We have an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their needs known to us.