brightstart
CALEDON FAMILY CENTRE

POSITION POSTING

Position: Fund Development Manager
Permanent, Full Time
Accountability: Reports to Executive Director

BrightStart Caledon Family Centre (BrightStart Caledon) is a non-profit, charitable organization that has been proudly serving Caledon and surrounding areas since 1987. Programs and services are delivered from 3 permanent Centres as well as mobile sites in rural communities through use of a mobile unit and rented space. We provide a safe, inclusive and engaging space for families and children to connect, learn and grow through FREE, high-quality programs and services. We promote positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs, and work to reduce barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. We are committed to nurturing the very essence of childhood, supporting the powerful role of parents and caregivers, and nourishing families with a sense of community

Position Summary:

Reporting to the Executive Director and working closely with the BrightStart Caledon team, the Fund Development Manager will lead the fund development strategy and ensure its successful execution with a focus on high-level prospect conversion and donor growth. The role is accountable for the planning, execution, analysis and evolution of a multi-faceted philanthropy program that generates annual fund development revenue in excess of $100,000. Major gift focused, this comprehensive strategy includes individual giving, corporate giving, third-party fundraising, grants and foundation proposals, planned giving, and donor stewardship to generate and diversify resources to fulfill the Centre's mission.

Duties and Responsibilities:

The Fund Development Manager's duties include but are not limited to:

1. Provides structure and innovation to the design and implementation of the Centre's Fund Development strategy and initiatives.
2. Responsible for fund development planning, implementation and reporting, including charitable receipting.
3. Collaborates with the Executive Director as the spokesperson for the Centre's fund development initiatives.
4. Serves as the principal development officer, responsible for establishing meaningful relationships with individual, corporate and foundation prospects.
5. Cultivates and nurtures relationships with current and potential donors and sponsors.
6. Solicits major gifts/sponsorships for Centre programs and projects.
7. Researches potential grant and foundation funding opportunities, writes and manages applications (reports, evaluations, etc.).
8. Collaborates with the Community Engagement Manager to develop fund development communications including collateral, media relations and social media messaging.
9. Leads donor stewardship strategy/communications including thank you letters, recognition materials and impact reports.
10. Records, tracks, analyzes and reports on all donations and gifts including monitoring data integrity.
11. Serves as the principal liaison between fund development and the Centre's program staff.
12. Provides fund development expertise and training to the Centre's Board, staff and volunteers.

Qualifications and Experience:

- Degree, diploma or certificate in fund development or equivalent (e.g. not-for-profit management).
- Minimum of 5 years of successful fund development experience.
- CFRE designation preferred.
- Proficiency with CRM (Customer Relationship Management) software.
- Familiarity with prospect research tools.
- Understanding of CRA charitable receipting rules.
- Proficiency with Microsoft 365.
- Familiarity with website content management systems and social media is an asset.
- Charitable sector experience preferred.
- Demonstrated success with individual giving across multiple streams (major gifts, annual and monthly), corporate and foundation giving, grant writing, third-party fundraising, and planned giving.
- Experience managing donor relationships and leading solicitation and stewardship strategies.
- Ability to create and strengthen business and social partnerships.
- Experience with data analytics, reporting and revenue tracking.
- Strong interpersonal and communication skills, including excellent oral, written and presentation skills
- Superior organizational, time management, research abilities, as well as analytical and problem-solving skills.
- Ability to manage multiple priorities.
- Experience working with volunteer committees.
- Ability to work independently as well as in a team environment.
- Valid driver's license and access to reliable vehicle required.
- Ability to work flexible hours (evenings/weekends).

What We Offer

At BrightStart Caledon Family Centre, we believe that supporting our employees is essential to achieving our mission. We are committed to fostering a positive, healthy, and rewarding workplace where employees can thrive both personally and professionally. Eligible employees enjoy a comprehensive total rewards package that includes:

- $70,000 - $75,000 annual salary
- Employer-matched pension contributions
- Comprehensive health and dental benefits, including a health spending account
- Life and Accidental Death & Dismemberment (AD&D) insurance
- Generous paid vacation and other paid time off
- Learning and professional development opportunities to support career growth

Benefits and programs are subject to eligibility requirements and may be amended from time to time in accordance with organizational policies.

Qualified applicants can forward a cover letter and resume to dkarsch@brightstartcaledon.com

BrightStart Caledon Family Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted.

In accordance with the Accessibility for Ontarians with Disabilities Act and all other applicable legislation, BrightStart Caledon Family Centre is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please advise if you require accommodation to ensure your equal participation in the recruitment and selection process.

Job Contact Information

Teresa Colasanti
Executive Director
BrightStart Caledon Family Centre
150 Queen St. S.
BOLTON, ON L7E 1E3

Email: dkarsch@brightstartcaledon.com
For more information visit: https://brightstartcaledon.com/

Completion of a satisfactory Criminal Record Check with Vulnerable Sector Screening is a condition of employment. Candidates must be legally eligible to work in Canada.

We thank all applicants; however, only those selected for an interview will be contacted.