

## Fund Development Manager

### Company: Prairie Spirit Schools Foundation

The Prairie Spirit Schools Foundation is seeking a dynamic and enthusiastic fund development professional to join our organization. This position reports to the Foundation Board, in a contract arrangement. You will be the face of the Foundation and will be responsible for the leadership, strategic direction, management and coordination of all fund development efforts and Foundation Operations. Our office is located in Warman and will require regular travel to Warman and other communities in the Prairie Spirit School Division.

### Key Responsibilities:

- Develop and implement strategies to ensure successful identification, cultivation, solicitation and stewardship of individuals, corporations, and other business partners, with a strong focus on those within the Prairie Spirit School Division.
- Generate revenue through managing the following programs: annual gifts, major gifts, planned gifts and corporate sponsorships.
- Collaborate in the planning and execution of fundraising events to increase awareness, cultivate donors and generate funds.
- Develop and implement communications and marketing strategies for both internal and external stakeholders to support fund development initiatives and programs.
- Development and oversight of appropriate fund management for donations received.
- Lead all stages of the gift cycle.
- Oversee the donor database and ensure privacy and confidentiality of information.
- Development and oversight of operational budget and recordkeeping.

### Requirements of the Position:

- Trustworthy, adhering to high ethical standards in fundraising and the delivery of exceptional donor stewardship.
- Self-starter with the ability to “close the deal”.
- Excellent verbal and written communication skills.
- Proven success leading fundraising efforts to achieve objectives.
- Proven track record of cultivating and engaging donors and stakeholders.
- Solid understanding of fund development, marketing techniques, strategies and systems.
- Strong business acumen.
- Experience with media relations.
- Strong work ethic.
- Valid driver’s license and use of personal vehicle as travel will be required.

### Education and Qualifications

- Post-secondary education, preferably in public relations, marketing, non-profit or business.
- Minimum 5 years of relevant work experience or a combination of education and experience, with demonstrated skills in fund development, event planning and organizational leadership.
- A Certified Fundraising Executive (CFRE) designation would be an asset.
- Proficient in Microsoft Office software

### Status: Contract Position

Location: Warman, SK

Close Date: June 21, 2019

How to apply: Please submit a cover letter and resume via email to: [bonnie.hope@spritsd.ca](mailto:bonnie.hope@spritsd.ca)

We thank all applicants; only those chosen for interviews will be contacted.