



MANAGER, DEVELOPMENT & COMMUNITY RELATIONS

FULL TIME OPPORTUNITY

Since 1984, **Family Transition Place (FTP)** has been providing critical services to women and their children who have experienced abuse and unhealthy relationships. Inside FTP's doors, women find a warm and welcoming place where their safety and well-being is the most important thing in the world. Whether they need a safe place to live, or the services of a professional, skilled counsellor to assist them on their journey, FTP is there to help. **Over the years, FTP has become known, not only for these core critical services, but for also being a leader in the field of healthy relationship education, especially in Dufferin Caledon.** Our extremely popular Youth Education programs in the schools are helping to build healthy communities, one classroom at a time. Through all of these measures, ***FTP strives to deliver services that provide safety, support and hope – so we can help create a healthy community, one relationship at a time.***

Role Description

The Manager, Development & Community Relations is responsible for developing the strategies and supporting plans to fuel the resources necessary to help deliver innovative programs and services offered by FTP. As a member of the leadership team, the successful candidate will help to attain the annual fundraising goals with a primary focus on fundraising and a secondary focus on community relations. Reporting directly to the Executive Director, the successful candidate will be responsible for advancing the mission of FTP by ensuring the support of our community and supporters is nurtured and sustained.

Role Responsibilities

Fundraising

- Ensure that fund development is carried out in keeping with FTP's values, mission, vision and plans
- Develop the annual strategy and fundraising targets for approval (approx. \$500K per year)
- Attain or exceed targets through a combination of major gifts (meet targets, creative sourcing of new revenue streams and opportunities)
- Personally securing approx. \$500K using fundraising strategies comprised of: grants, major events, major giving > \$5K, online giving, monthly giving, annual giving from individuals, foundations and corporate sponsors
- Create corporate partnership opportunities to support FTP programs and major events
- Work strategically with the Executive Director to steward current donors and supporters, ensuring a robust donor recognition program is in place
- Develop strategies and initiatives to cultivate new donors
- Collaborate as a dynamic, engaging and effective member of the leadership team

follow us on:



Safety. Support. Hope. Building healthier communities – one relationship at a time.

20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001





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- Work closely with leadership team to establish best practices and to ensure strategic alignment of FTP priorities
- Build strong relationships across FTP employees and volunteers
- Help establish performance measures and indicators for monitoring results which assist the Board of Directors in evaluating the effectiveness of the FTP development program
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives
- Create a working environment that is rewarding to staff and volunteers
- Work from a feminist lens and within the FTP values framework

Community Relations

- Create strategy for agency profile and reputation management
- Manage all public relations activities in a proactive manner
- Manage external messaging and reputation risk mitigation
- Establish and cultivate media relationships to ensure FTP is recognized as the voice of VAW in Dufferin-Caledon
- Attend community events to represent FTP
- Prepare communications for Executive Director and Board of Directors
- Create strategy for social media channels, messaging and online activity

Skills and Attributes

- Exceptional relationship builder across diverse audiences
- Strategic skills with the ability to create compelling and clear strategy and priorities
- Excellent communication and organizational skills; detail oriented
- Impressive project management that the team can rely on
- Team player and collaborative style
- Critical thinker who provides solutions working solo or with cross-functional teams
- Creativity, curiosity, sense of humor, high energy level, and an enthusiasm for meeting and working with a wide range of individuals
- Bold, visionary, storyteller and a team player
- Comfortable rolling up their sleeves to get the job done
- Passionate about healthy relationships

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Qualifications

- Strong proven skills in achieving individual fundraising targets
- Experience in leading staff through coaching, directing, motivating and evaluation
- Exceptional oral and written communication skills
- Knowledgeable and experienced in the fundraising sector, philanthropic trends, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, direct mail and fundraising reporting
- Over seven years fundraising experience in a well-respected not-for-profit organization
- University degree and CFRE preferred

We are seeking to fill this role in early 2020.

Please submit your cover letter and resume by 4:00 p.m. on December 4, 2019 to:

jobapplication@familytransitionplace.ca

We are delighted by your interest and will carefully review your submission. We will follow up directly with those candidates selected for further consideration. We will be pleased to make any accommodations required to ensure our recruitment process is accessible; please let us know if you require an accessibility accommodation when we contact you for follow up.

Applications from all diverse groups are welcome and encouraged.

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