



the PREGNANCY CENTRE

- DONOR DEVELOPMENT & FUNDRAISING | Role Description -

OBJECTIVES OF POSITION:

The Development Director will spearhead development & fundraising efforts that allow for increased donor engagement, organizational growth, and sustainability of all Pregnancy Centre programs and services.

KEY RESPONSIBILITIES:

- In collaboration with the ED, develop, implement, and evaluate a yearly fundraising strategy with defined objectives, audiences, and schedules.
- In collaboration with the ED, prepare annual budget for fundraising based on organization's short term and long-term financial needs
- Develop internal fundraising policies and procedures
- Research and identify potential donors/sponsors and implement strategies to foster positive relationships
- Research and engage with available donation programs and granting opportunities
- Participate in grant writing as needed
- Oversee the donor database and ensure that it is kept up to date
- Oversee the issuing of receipts, thank you letters, and donor stewardship
- Lead staff and volunteer teams in planning and executing fundraising events
- Collaborate with staff and volunteer teams on fundraising events
- Create post-event reports to analyze data and determine the effectiveness of fundraising programs/events

QUALIFICATIONS AND CORE COMPETENCIES:

- Experience in Donor Development and Fundraising
- Superior verbal and written communication skills
- Demonstrated success in grant writing and funding
- Intermediate knowledge in the use of Microsoft Suite
- Ability to multi-task, prioritize, and meet deadlines
- A high level of attention to detail and creativity
- Able to provide leadership and take initiative
- Demonstrated understanding of non-profit organizations through work or volunteer experience
- Demonstrated aptitude for working as part of a collaborative, creative team
- Exceptional ability to network and build relationships with community stakeholders to advance the mission and development goals of TPC



PERSONAL VALUES:

- Ability to work effectively with people of various abilities, life situations & cultural backgrounds
- Trustworthy, respecting of sensitive issues, and ensuring client confidentiality
- Demonstrates empathy and has a passion for supporting people and families
- Agrees with and uphold *The Pregnancy Centre's* Core Documents & Policies
- A self-directed learner who seeks out opportunities to improve their skills and the contributions they make to TPC's success
- A team player who has a positive attitude and desire to contribute to the overall effectiveness of TPC, its programs, staff, volunteers, and community partners in fulfilling our mission

Hours: Part-time, 10 hours/week

Remuneration: TBD

Accountability: reports to the Executive Director

Application Deadline: December 31, 2020

Please submit a resume and cover letter explaining why you are a great fit for this position. Only those applicants selected for an interview will be contacted.

To apply, please email jenn@pregnancycentre.ca

Accessibility accommodation is available upon request.

The Pregnancy Centre is committed to the protection of children - all offers of employment will be conditional upon the successful completion of reference checks and a Police background check.