



Fund Development Manager, Gibsons Community Building Society (GCBS) and Gibsons Marine Education Centre Society (GMECS)

BACKGROUND

The Fund Development Manager is the primary staff person responsible for design and delivery of the Societies' fund development plan in support of our mission elements: vibrant public gathering spaces and community programming, an inspiring marine education centre and a bustling local market.

The Fund Development Manager reports directly to the Executive Director, supporting the work of the Fundraising Council.

The Fund Development Manager's scope of work includes corporate and community partnership programs, the GCBS capital campaign, the GMECS Rockfish Charm campaign, donor stewardship and recognition, the annual Gala fundraiser and special events, and community, major donor and grant reporting.

This is a contracted, part-time position with flexibility for remote working.

JOB RESPONSIBILITIES

Developing the case for giving and sponsorship

Build a compelling case for support for the charitable work of the GMEC Society (marine education and stewardship) and for the community amenity work of GCBS (inclusion and belonging, placemaking, arts and culture and local community economic development).

Corporate and Community Partnership Programs

Support the Executive Director and Fundraising Council in promoting partnership opportunities in support of the Societies' charitable and community programs and amenities. Manage our corporate partnership program including, onboarding new partners and implementing agreed benefits, ensuring all partners have a relationship management plan, reporting accomplishments to existing partners, recommending enhancements to partnership programs.

Gibsons Community Building Society Capital Campaign

Continue momentum in the Bill and Joan Humphries Debt Reduction Initiative and the Gibsons Public Market capital campaign, attracting new donors and stewarding existing relationships through timely communications and careful maintenance of the Society's Giving Tree installation.



Donor Stewardship

Using the Society's donor management system – Little Green Light – as your guide, and with direction from the Fundraising Council, design and deliver a robust approach to donor stewardship. Provide recommendations for a calendarized schedule of communication, ensure donors are thanked in a timely and appropriate fashion, and assist in planning targeted donor appreciation activities. Ensure donors are advised when pledge payments are due. Manage donor recognition and dedications.

Gala Fundraiser

Working closely with Public Market staff, the Fundraising Council and the Gala Committee, assist in the planning, preparation and delivery of the Societies' marquee fundraising event, the annual Gala Fundraiser. Assume primary responsibility for donor engagement, sponsorship, and the Fund-a-Need auction.

Community Reporting

Honouring the Societies' obligation to their members and the community at large, prepare and disseminate annual reports that (1) highlight the activities the Societies have undertaken in pursuit of their respective mandates and (2) provide factual accounting of the Societies' financial and operational health.

QUALIFICATIONS

- An undergraduate degree preferred with an emphasis or concentration in business, marketing, or related field.
- CFRE designation an asset
- Minimum five years professional development and fund-raising experience in a management capacity.
- Advanced PC skills and expert proficiency in Microsoft Office Suite
- Demonstrated ability to work as part of an interdisciplinary team and willingness to promote the principles and views of GCBS and GMECS.
- Ability to work with minimal supervision – self-motivated & confident.
- Ability to handle multiple projects simultaneously.
- Experience with donor software and data management.
- Knowledge of CRA rules for charities.



HOW TO APPLY

Applications will be assessed on a rolling basis until the posting closes on February 10, 2019.

Interested candidates should forward their resume and covering letter to admin@gibsonspublicmarket.com with the subject line "Application: Fund Development Manager". Requests for more information can be directed to the same address and will be answered in as prompt a manner as possible.