

## JOB POSTING

### Manager of Fund Development

**Posting Date:** Thursday May 30, 2024

**Closing Date:** *Posted until position is filled*

#### **Organizational Overview:**

The Alzheimer Society Southwest Partners actively supports care partners and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

#### **Our Vision:**

A world without Alzheimer's disease and other dementias.

#### **Our Mission:**

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

#### **Our Values:**

Collaboration, Accountability, Respect and Excellence.

**Position title:** Manager of Fund Development

**Location:** Alzheimer Society Southwest Partners  
Office locations in **Elgin** (St. Thomas), **Middlesex** (London) and **Oxford** (Woodstock), this position will have a home site at one of the locations with regular travel to all sites required.

**Status:** Full-time, 35 hours per week, occasional evening and weekend work required.

#### **About you:**

You are an enthusiastic, highly organized people person with a passion for working with diverse groups of people, older adults, and those living with dementia or cognitive impairment. You have experience leading a team and a solid background in fundraising with a demonstrated ability to deliver. You enjoy working with a multi-disciplinary team and can utilize your excellent interpersonal skills to build internal and external relationships.

#### **Position Summary:**

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Working under the supervision of the Director of Development, this position is responsible for the implementation of AlzSWP fundraising activities that cultivate a culture of philanthropy in support of our mission. This will include outreach to current and prospective donors/sponsors/funders, donor cultivation, solicitation and stewardship, coordination of signature events, and proposal writing.

## **Required Qualifications:**

- Completed post-secondary education in Non-Profit Management, Fund Development or a related discipline, or, relevant and significant work experience (or a combination of both),
- 3 + years work experience in fundraising within the not-for-profit sector,
- CFRE designation considered an asset,
- Knowledge of Raiser's Edge, Luminate Online or similar non-profit CRM database,
- Demonstrated ability to plan, coordinate and evaluate fund development initiatives,
- Ability to lead, support and evaluate a multi-disciplinary staff team,
- A demonstrated ability to establish and maintain community partnerships,
- Excellent interpersonal, communication and organizational abilities,
- Experience using Microsoft Office 365 suite,
- Flexibility to represent the Society at events and programs, some of which occur outside of regular work hours,
- Valid driver's license and access to own vehicle,
- Vulnerable Sector Police Record Screening.

## **Duties and Responsibilities**

- Always represent the Alzheimer Society in a professional manner, treating all clients, volunteers, partners and staff with respect and dignity and always act in the best interest of the organization,
- As a member of the leadership team, work to foster an environment of communication, collaboration and efficiency across all departments,
- Participate in recruiting and hiring of staff/employees within this team where required,
- Collaborate with Director of Development to develop a comprehensive fundraising plan that delivers on strategic priorities,
- Manage the implementation of AlzSWP's annual fund development plan,
- Direct supervision of fund development staff,
- Oversee planning and execution of signature fundraising events,
- Manage grant research, proposal writing and reporting for AlzSWP,

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- Work with Director of Development to deliver effective donor, sponsor and funder cultivation and solicitation activities,
- Ensure appropriate stewardship, acknowledgement and recognition requirements are fulfilled for funders, sponsors and individual donors,
- Work with Manager of Communications and Marketing to effectively promote and communicate fundraising events and campaigns,
- Evaluate and report on key performance metrics for fund development,
- Work collaboratively with provincial, national, and other local Alzheimer Societies to ensure fund development activities are fully aligned,
- Assist the Director of Development in developing and monitoring of the annual fund development budget.

## **Evaluations and Other Responsibilities:**

- Fund Development related key performance metrics,
- Maintain an organized and productive office environment,
- Participates in quarterly performance management meetings and annual performance review with Director of Development,
- Other related duties as requested by supervisor or CEO.

## **Immediate Supervisor:**

- Director of Development

## **Indirect Supervisors:**

- CEO

## **Working Conditions:**

Hybrid: in office (office setting) / some remote work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel required.

## **To Apply:**

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: [HR@alzswp.ca](mailto:HR@alzswp.ca) (with the job title listed in the subject line). All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting.

**We thank all applicants for their interest, only those selected for an interview will be contacted.**

## **Commitment to Equitable Recruitment:**

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to

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employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include collaboration and respect and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. AlzSWP welcomes those who have demonstrated a commitment to upholding the values of equity and social justice, and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLBGTQAI+.