

Development Manager

JOB DESCRIPTION



Our Organization

The Haven offers online and on-campus group programs that help people build richer relationships with themselves and others. For more than 35 years, The Haven has developed innovative approaches to teaching and learning, challenging thousands of people to define and shape their own lives. Our resort and educational centre on Gabriola Island offers a natural environment that supports personal, professional and group exploration and learning. We encourage you to learn more about us on our website and on social media @havengabriola

The Position

We are seeking a Development Manager who is passionate about representing The Haven internally and externally to enhance the organization's profile and further strengthen our donor stewardship and increase our access to grant funding. The primary function of this role is to creatively increase donor engagement and philanthropic giving while administering giving processes and systems.

The position reports to the Director of Operations and Community. The position will also work in collaboration with their management peers on broader organizational and strategic planning initiatives.

The Candidate

We are looking for an individual to embark on an education and wellness journey with The Haven on a personal and professional level. This role is best suited for a self-starter with a positive personality who enjoys the hustle and bustle found within the day-to-day operations of a dynamic and constantly changing work environment. Someone who can roll up their sleeves and lead on any number of projects simultaneously – and wants to be a part of our continuing development, growth and success.

As the Development Manager, you are highly creative and place a high emphasis on relationship building and as importantly, see the value of strong systems and processes. You will drive execution of effective donor engagement and development strategies that will support donor engagement and stewardship and successful receipt of grant funding.

You are flexible, entrepreneurial, professional, credible and accountable. You are able to build trust and relationships, are a strong systems thinker with considerable expertise in using Raisers Edge NXT to take on this role during a crucial systems upgrade. You will lead on a variety of development projects and the creation of the annual development plan, budget and timeline.

Key skillsets for success in the role include: the ability to manage: a small fundraising operation with strong customer service; donor engagement and relationship building including the ability to develop and oversee a portfolio of prospects, third party and community events; sponsorships and planned giving; grant applications and the administration of database systems and gift processing and supporting increased diversity in the Haven community.

Specific Responsibilities Include:

- As an ambassador for the Haven, consistently and convincingly demonstrate the role, importance and outcomes achieved through philanthropic support
- Actively manage a broad portfolio of major gifts, third party community events, including occasional sponsorships, direct mail (email) and planned giving prospects and donors
- Engage donors through giving, tax receipting, and ongoing stewardship
- Write and edit or oversee the development of grant applications, progress reports and prospect correspondence
- Implement a Raisers Edge systems upgrade to NXT and maintain detailed records of contacts with donors, prospects and volunteers
- Lead the development working group
- Work with the Director of Operations and Community to support the Board Development Committee
- Work with the accounting team to track and issue tax receipts and produce fundraising reports and
- Other duties as assigned.

Desired Qualifications & Skills:

- Minimum of five (5) years of experience in a front-line fundraising role
- Degree in business, marketing, communications, or a related field or demonstrated equivalent professional work experience
- CFRE designation or working towards it
- Entrepreneurial spirit focused on financial results, with a proven track record in cultivating donors in all aspects of philanthropy
- Demonstrated MS Office competency and experience with Microsoft 365 and cloud-based applications
- Strong Raisers Edge database and systems management skills
- Previous experience in developing development strategies and budgets
- Current on the latest standards, changes, and trends in development and grant funding
- Enjoy working in a small organization and as part of a collaborative team
- Demonstrated ability to stay organized and work independently; ability to give and receive valuable design feedback
- Ability to exercise judgment particularly concerning confidential matters
- Evidence of leadership, maturity, initiative and excellent follow-through

- Demonstrated ability to meet deadlines and work in a results-oriented environment
- Attention to detail and an ability to plan and prioritize tasks to achieve goals
- Self-driven and motivated to take initiative, analyze, investigate, troubleshoot, solve problems and make improvements; team-player with excellent interpersonal skills and a positive attitude
- Passionate about creating a better understanding of JEDI, (Justice, Equity, Diversity and Inclusion) and ensuring the Haven is striving to continuously improve in this area

Compensation:

This is a part-time, (24 hours per week, .6FTE) permanent, remote during Covid, position with preference given to those who are able to access The Haven's location on Gabriola, as required. Compensation is based on expertise and experience and pro-rated for part time hours to reflect a full-time annual salary of \$50K - \$60K/year for 40 hours of work per week. The Haven offers a competitive benefits package.

How to Apply:

Please submit your resume (2-page max) and cover letter (1-page max), along with at least one sample of relevant work (in one document) online. Let us know how you found out about the position in your cover letter.

Apply here: https://havenalive.formstack.com/forms/haven_job_application

Apply by: The position will remain open, until it is filled.

The Haven is committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: Aboriginal peoples, visible minorities, all religions and ethnicities, persons with disabilities, LGBTQIA2S+ persons, and all others who may contribute to the further diversification of ideas. If you require special accommodations at any stage of the recruitment process, please indicate this in your cover letter.