



Senior Manager of Donor Relations / Fundraising

Full Time. Permanent position.

Location: Squamish, BC

Work Hours: 35 hr/week, Monday-Friday

Position posted on: May 24, 2023

Closing Date: Open until filled

Preferred Start date: July 1, 2023

Compensation: \$75,000 - \$85,000

About SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations.

We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, child care, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

Role Description:

The Donor Relations Manager plans and executes the Agency's annual fundraising program, while paying particular attention to developing Individual Giving, Corporate and Foundation Giving strategies. They report directly to the Director of Revenue Development and work closely with them to support the stability and growth of the organization.

The Donor Relations Manager is a storyteller and relationship-builder at heart and is passionate about building support for the Agency and its programs. They lead operational fundraising and project goals, ensuring that goals are met or exceeded, while supporting strategic and capital campaign goals and activities.

Education/Experience:

- Minimum three to five years' related work experience in a development office or a non-profit setting that provides the required knowledge, skills, and abilities to perform the essential functions of this position.
- Post-secondary degree or diploma in a related field.
- Experience working in a staff capacity to support fundraising activities and with cultivation & recognition events.
- Experience with donor databases and prospect tracking systems.
- Proven experience managing departmental budgets.

Required Job Skills and Abilities:

- Proven track record of achieving fundraising targets and/or growing an Annual Giving program.
- Knowledge of principles and techniques relevant to major gift fundraising and stewardship.
- Understanding of individual donor needs and perceptions.

- Excellent written and verbal communication skills.
- Highly organized and detail oriented with the ability to prioritize multiple requests.
- Collegial, collaborative style. Superior interpersonal skills.
- Sound decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions.
- Creativity, curiosity, high energy level, and an enthusiasm for meeting and working with a wide range of individuals.
- Strong knowledge of MS Office, Mailchimp, Canva, presentation software, and client management systems such as CanadaHelps DMS, Salesforce.
- Comfort and confidence in asking individuals, workplaces and prospective partners for donations regardless of the communication vehicle.

Job Duties and Tasks:

- Develops and oversees the planning and execution of SSCS' annual operational fundraising program.
- Creates and implements SSCS' annual spring, fall and year-end appeals.
- Creates and presents corporate sponsorship proposals and manages sponsor benefits.
- Researches, schedules and supports grant-writing and reporting activities for funding opportunities at the local and community level.
- Develops donor-facing communications such as proposals and reports.
- Writes donor gift acknowledgments, newsletters, and impact reports.
- Oversees ongoing prospect management through a moves management cycle to support major and capital gift objectives.
- Manages the day-to-day operations and budget for the Revenue Development department.
- Provides regular progress reports to the Director of Revenue Development and the Executive Director.
- Prepares operational fundraising reports and board reports as required.
- Works closely with the Finance Team to ensure donor designations are communicated and the timely acknowledgement and receipts.
- Executes digital appeals in MailChimp and manages contributions through DMS platforms such as CanadaHelps.
- Sets and tracks performance benchmarks and targets and assesses and reports on the effectiveness of annual revenue development strategies.
- Supports the management team in the execution of duties for the Agency's fundraising events and other related events.
- Collaborates with team members to build donor stewardship practices to increase overall fundraising results.

The Manager may take on additional responsibilities, as they may arise, to support the overall goals of the Agency.

Requirements for Employment:

- All successful applicants must pass the vulnerable sector Criminal Record Check applicable to Provincial guidelines
- Signed Confidentiality and Employee Agreement form
- Proof of full vaccination against Covid-19

Vacation & Leave: Employee will accumulate 6% vacation pay on all hours worked. This equates to a vacation accrual of 15 days or 3 weeks' vacation per year.

Health and Wellness Benefits: After 3 months, the successful candidate will be eligible to enroll in an extended benefits program that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. The premiums of the plan are 100% employer paid.

Retirement Pension: After 6 months, the successful candidate will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, paid sick days, possibility for flex time, on-site parking, Employee and Family Assistance Plan, staff events, and more.

Apply today at: jobs@sscs.ca

Please note, we will be reviewing applicants as they are received, and interviews may take place prior to the closing date. While we thank all candidates who wish to apply, only those selected for an interview will be contacted.