

**Date:** July 19, 2018

**Job Title:** Manager, Philanthropy

**Term:** Full time

### **Summary**

The Manager, Philanthropy, is responsible for developing and implementing a philanthropic strategy, focused on facilitating long-term donor relationships and ongoing financial support. As a new portfolio within the Elizabeth Fry Society of Calgary, the Manager, Philanthropy, will create and execute a major gifts, annual giving and stewardship strategy, as well as identify and complete grant applications.

Reporting to the Executive Director and working closely with the Board of Directors, the Manager will work with internal and external constituents to build and manage relationships with prospective donors, as well as provide stewardship and recognition to existing donors, and advance gift conversations in support of the Elizabeth Fry Society of Calgary.

### **Essential Functions:**

**The position entails, but is not limited to, the following general responsibilities:**

- Proactively use identification, research and qualification processes to generate prospects and grow major gift revenue
- Create a portfolio of key prospects (both corporate and individual), including identifying and qualifying leads; organizing cultivation, solicitation and stewardship meetings; and engaging senior staff and volunteers as appropriate
- Responsible for developing an annual comprehensive development plan, in collaboration with the Executive Director, with targeted goals, objectives, methods, quantifiable outcomes and timelines that will achieve budgeted goals
- Attain all fundraising targets set out on an annual basis
- Develop and execute a stewardship plan for donors to the organization at all levels
- Prepare all necessary fundraising materials for major gift meetings with the support of a marketing and communications consultant when necessary
- Develop & execute an annual giving strategy including but not limited to e-solicitations
- Develop & execute a marcom plan in conjunction with our consulting company
- Maintain accurate donor and prospect records in the donor database
- Identify grant application opportunities and work alongside the Executive Director to complete applications
- Maintain a working knowledge of significant developments and trends in major gift fundraising and philanthropy
- Attend occasional EFry events to support colleagues and connect with key stakeholders
- All other relevant fund development tasks as assigned by the Executive Director

### **Qualifications:**

**Knowledge and Skill Requirements:**

- Belief and understanding in Elizabeth Fry Society Calgary's mission, vision, and values
- Knowledge of fundraising principles and theories
- Knowledge of operational practices for a fund development department and its function in a non-profit organization
- Knowledge of privacy legislation and ability to conduct business in accordance with the CFRE/AFP/CAGP code of ethics
- Excellent written and oral communication skills
- Superior interpersonal skills; exceptional active listening, intuition and observation skills; and the ability to build strong relationships
- Thoroughness, timeliness, flexibility and an ability to juggle priorities and meet deadlines
- Proficiency with Microsoft Office applications as well as other software applications such as relationship management database
- Ability to work effectively in a team environment
- Resourceful and results-oriented
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**Experience and Education:**

- Post-secondary education in marketing, communications, public relations or related program or equivalent related experience
- Minimum five years of progressive experience in fund development
- Proven track record of closing gifts at the major gift level (\$25,000+)
- Experience in moving prospects through the donor cycle from cultivation through to stewardship
- CFRE designation or equivalent an asset
- Knowledge of vulnerable populations and Indigenous ways of knowing

**About Elizabeth Fry Society Calgary**

For over 50 years, Elizabeth Fry (EFry) has supported and empowered thousands of people systemically criminalized in the Calgary community. From case management supports to women in the prison system and community, youth mentorship, immigration supports, legal information and advocacy in the courts.

The people we serve all have unique stories, but they are linked together by the common themes of poverty, abuse, addiction and trauma. This is the cycle of poverty that EFry endeavors to make positive change.

**Salary Range:** 55,000 – 60,000



*Elizabeth Fry Society of Calgary has a dynamic benefits package including vacation, pension, health benefits and wellness days.*

**Send your resume and cover letter to:**

Katelyn Lucas – Executive Director

[klucas@elizabethfrycalgary.ca](mailto:klucas@elizabethfrycalgary.ca)

**Deadline for Submissions: August 17, 2018 by 4pm.** Submissions should be emailed with subject line:  
**Manager - Philanthropy – Resume Submission**