

Job Description: Resource Development Manager

Organization Profile

Raising the Roof is a leading national charity that helps prevent and alleviate homelessness across Canada. Raising the Roof's main homelessness prevention initiative is the Reside program, which creates new units of affordable housing with wraparound supports and uses the construction as a vehicle to train and employ people with barriers to employment in the trades. We also run our annual Toque campaign, raising awareness and funds towards homelessness prevention through selling toques and hats to individuals across Canada.

If you want to contribute to real, long-term solutions to some of Canada's most significant issues, reach out to us!

Job Profile

We are seeking a Resource Development Manager who can be a key leader in the organization's fundraising efforts, in collaboration with the Director of Fundraising and Resource Development, the Senior Manager of Marketing, and the Executive Director. The Resource Development Manager will lead a variety of fundraising activities related to the Reside program as well as new programs, and will support the implementation of the annual Toque campaign.

Primary Duties & Responsibilities

- Collaborate with the Director of Fundraising and Resource Development, the Senior Manager of Marketing, and the Executive Director to create a fund development plan for Reside, identifying opportunities for suitable government and foundation grants, major individual gifts, corporate donations / sponsorships, and in-kind donations
- Collaborate with the Director of Fundraising and Resource Development, Executive Director and the Director of Finance on the development of the organization's budget and track fundraising revenue and expenses over time
- Identify prospective donors, sponsors and financial supporters for the organization, the Reside program and, where appropriate, the Toque campaign
- Prepare and submit grant applications and develop customized proposals
- Build strong partnerships with donors, including through developing strong stewardship plans
- Plan and execute fundraising and donor engagement events
- Collaborate with the Senior Manager of Marketing on marketing collateral that can be used in fundraising efforts, including materials for social media, newsletters, grant reports, etc.
- With the Director of Fundraising and Resource Development, the Senior Manager of Marketing, oversee the administration of a donor mailing list and database
- Identify and implement new creative fundraising opportunities
- Track, manage and process all donations in coordination with the Director of Finance
- Complete funder reports, showcasing organizational impact
- Coordinate in-kind donations and make decisions regarding the issuing of receipts
- Other related fundraising and donor relations duties, as required

Necessary Experience

- 5+ years experience in fundraising and resource development
- 5+ years experience in grant writing and grant reporting
- Preferably experience in capital fundraising for non-profit housing development
- Completion of a post-secondary degree in a related field or education and experience equivalent
- Demonstrated success in the not-for-profit sector in major gift fundraising from individuals, corporations, foundations and other stakeholders
- Strong interpersonal and public relations skills and the ability to cultivate relationships with and communicate effectively with all donors, volunteers and other stakeholders
- Strong public speaking skills
- Strong written communications skills
- Proficiency with electronic communication tools and applications, including Google Drive
- Understanding of homelessness and affordable housing landscape in Canada an asset
- Experience in fundraising for capital projects an asset

Personal Characteristics:

- Creative Initiative Taker: Thinks outside the box and researches best practices to suggest and implement new ways of fundraising, new connections to make and new sources of funding
- Builds Relationships: Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicates Effectively: Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Behaves Ethically: Understands ethical behaviour and business practices and ensures own behaviour is consistent with these standards and aligns with the values of the organization
- Team Player: Works cooperatively and effectively with others towards goals and resolving problems

Working Conditions

- Job Type: Full-time
- Hours: Monday – Friday, 9:00 AM – 5:00 PM, with occasional evenings and weekends during special events
- Salary: \$75,000 to \$90,000/ year, commensurate with skills and experience
- Benefits: Work from home opportunities, health care benefits, casual dress, on-site parking, vacation & paid time off, flexible working hours, company events & social hours, RRSP matching

- Location: Raising the Roof's main office is located at the Learning Enrichment Foundation, at 116 Industry St, Unit 208, Toronto, ON, however the team works remotely. Occasional travel to Toronto will be required.

How to Apply

Please apply by email to Leslie Bellingham at leslie@raisingtheroof.org or through the Charity Village platform by February 28,2023. We will not accept applications that do not include a cover letter.

Brief Description: The Resource Development Manager will be a key leader in the fundraising efforts for Raising the Roof, a national charity that helps prevent and alleviate homelessness across Canada. The successful candidate will have 3-5+ years experience in grant writing, corporate engagement, event planning, and other fundraising strategies.