

# FUND DEVELOPMENT AND PROJECT MANAGER

## **New position. Permanent, Full-time**

**Reports to:** Executive Director

**Salary:** Commensurate with experience and with opportunity to grow

**Benefits:** 50% employer paid extended health benefits

**International Travel:** Opportunities to visit DWC project sites on volunteer trips

**Paid Time Off:** Three weeks vacation and statutory holidays

## **Company Overview**

Developing World Connections is an international development charity located in Kamloops, British Columbia. Its mandate is to address issues of poverty and social justice and create greater global engagement. It accomplishes this mandate through community development projects in various countries throughout Africa, Asia and Latin America. This work is carried out by sending volunteer teams and through implementing longer-term donor-funded projects directly with its in-country partners.

Developing World Connections is committed to a positive and collaborative work environment where all employees are appreciated for who they are and what they contribute.

Here's a peek at the great things you'll be doing.

**Fundraising** – The **Fund Development and Project Manager** will help develop, implement, and evaluate a year-round fundraising strategy that builds strong relationships with donors, businesses, and foundations. The successful candidate will grow new donors through individual giving and sponsorships. The work will include prospect and donor cultivation, solicitation and stewardship, prospect development and other fundraising opportunities as they arise with individuals, businesses, and foundations.

**Project Manager** –The **Fund Development and Project Manager** will support DWC's volunteer and projects divisions through coordinating activities with DWC's international host partners and travel providers, updating and maximizing DWC's CRM system, scheduling and budgeting of volunteer trips, planning and creating project MOUs, monitoring and reconciling project budgets, project reporting and maintaining filing and data integrity.

## **Fundraising Duties: 60-70%:**

The successful candidate will grow fundraising from individuals as well as businesses and foundations. The work will include:

- Developing annual work plans and critical paths for fundraising revenue streams, consulting with the Executive Director.
- Providing regular updates to the Executive Director and key team members by identifying red flags, challenges and opportunities related to fundraising.
- Understanding donor and prospect motivations to become philanthropic partners.
- Providing analysis of key annual giving metrics including retention, project ROI, acquisition, progress toward specific segments and/or project goals, year-to-year comparisons and overall trends on a semi-annual basis and ad-hoc, as necessary.
- Enhancing and streamlining the organization's use of its CRM system as it relates to fundraising.
- Creating cultivation, stewardship and relationship management plans for key donors and prospects.

# DEVELOPINGWORLDCONNECTIONS

220 – 141 Victoria Street, Kamloops, BC. V2C 1Z5 Canada | Tel: 250-434-2524 | Toll free: 1-866-458-8209

- Writing fundraising copy, including fundraising communications, appeals, individualized donor communications, and remarks for fundraising-related events. Support from the marketing department will be provided.
- Supporting events, such as the annual golf tournament. Event planning and execution is carried out by other team members.
- Working with volunteers and collaborating with fellow staff members in a professional manner.
- Working with the marketing team to develop a communication plan for supporters around the impact of their gifts.

### **Project Management Duties: 30-40%**

- Collaborating with DWC's project officers and international host partners to identify project needs/ opportunities.
- Planning development projects, including indicators, budgets, work plans and reporting requirements.
- Enhancing and streamlining the organization's use of its CRM system as it relates to volunteer teams and projects.
- Monitoring progress and ensuring deliverables throughout the project lifecycle.
- Supporting volunteer teams through coordinating travel and communicating with volunteers as necessary.
- Other duties may be assigned or may come up as part of organizational requirement

These statements reflect the general details considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

### **Education and Association preferences:**

- Bachelor's degree in relevant field or a combination of relevant experience.
- CFRE credential or progress towards credential is preferred.

### **Experience requirements and preferences:**

- Strong track record in prospect research developing donor pipelines, acquiring new donors and implementing stewardship strategies.
- Five years' recent experience in fundraising, with a generalist's understanding of the profession preferred.
- Extensive experience living and/or working in the developing world.
- Experience designing and implementing fundraising initiatives, including individual cultivation, solicitation and stewardship.
- Experience writing donor communications is required. Samples will be required at interview stage.
- Experience in developing, implementing and managing plans, projects and reports.
- Experience managing volunteers.
- Strong technical understanding of CRM systems and ability to find improvements.
- Demonstrated ability to focus on results and effectively communicate goals and impact to supporters and within the DWC team.

### **Knowledge, Skills and Abilities:**

- Proactive attitude, with the ability to take initiative and to receive direction from the Executive Director.
- Knowledge and understanding of fundraising principles, donor relations and charitable giving trends.
- Advanced knowledge and understanding of CRM systems.
- Ability to think critically.

# DEVELOPINGWORLDCONNECTIONS

220 – 141 Victoria Street, Kamloops, BC. V2C 1Z5 Canada | Tel: 250-434-2524 | Toll free: 1-866-458-8209


- Ability to demonstrate maturity, judgement and discretion in dealing with confidential, sensitive matters.
- Demonstrated leadership skills.
- Skilled with analysis and interpretation of fundraising data and numbers.
- Superior writing and editing skills are essential.
- Excellent customer service skills.
- Strong verbal, interpersonal and communication skills.
- High level of integrity.
- Collaborative work style and ability to work in a flexible, fast-paced team environment.
- Ability to share information in an effective and collaborative manner.
- Excellent organizational and time management skills.
- Ability to prioritize conflicting demands and work within tight deadlines.
- Ability to manage numerous projects simultaneously.
- Demonstrated knowledge of MS Office Suite programs and CRM tools.
- Willingness to work flexible hours, including evenings and weekends occasionally.
- International travel may be required. Valid passport and ability to travel outside of Canada is essential.
- Must possess a valid driver's license and access to a vehicle.

Qualified applicants please send cover letters and resumes to [joshua@developingworldconnections.org](mailto:joshua@developingworldconnections.org), referencing **Fund Development and Project Manager** in the subject line.

Only shortlisted candidates will be contacted.

**Anticipated start date:** As soon as a suitable candidate has been found.

#### Applications to be directed to:

 [joshua@developingworldconnections.org](mailto:joshua@developingworldconnections.org)

#### Check us out

 [developingworldconnections.org/programs](http://developingworldconnections.org/programs)

 [facebook.com/DevelopingWorldConnections](https://facebook.com/DevelopingWorldConnections)

 [instagram.com/developingworldconnections](https://instagram.com/developingworldconnections)

At Developing World Connections, we are committed to a diverse and equitable workplace. We acknowledge that Kamloops is located on unceded Secwepemc territory. We encourage people from all walks of life, including People of Colour, Indigenous Peoples, Queer/Trans identifying as well as people with Dis/abilities to apply and help make the world a better place!

# DEVELOPINGWORLDCONNECTIONS

220 – 141 Victoria Street, Kamloops, BC. V2C 1Z5 Canada | Tel: 250-434-2524 | Toll free: 1-866-458-8209