



Position: Fund Development Manager, Full Time

The Prince George Hospice Society (PGHS) is able to provide excellent hospice and community grief support programs because of the relationships it builds and sustains throughout the community. This position will lead development and implementation of fundraising programs in order to meet PGHS' strategic objectives for achieving diverse and sustainable funding, while continuing to meaningfully engage the community in its mission.

This position is responsible for working with the Executive Director, Board of Directors and the financial department for the successful planning, coordinating and execution of all aspects of fund development for PGHS. This position will provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. This position will identify, organize and manage the fundraising activities of the PGHS with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals. This position will action the PGHS multi-year fund development plan.

Primary Responsibilities:

Planning and Strategic Fund Development

- Develop and implement a comprehensive written multi-year fund development plan based upon strategies for donors and prospects in each constituent group including individuals, faith groups, organizations, corporations, etc. to be approved by the board.
- Provide monthly reports to the Executive Director and the board which measure progress towards achieving the plan.
- Broaden PGHS fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs.
- Supports Board committee on fund development as requested.
- Compliance with CRA policy for donations and sponsorships.

Grant requests and administration

- Assist Executive Director with researching and writing grants.
- Provide timely reporting and ensure compliance as required by grant award documentation.

Fundraising and Stewardship:

- Create and implement strategies for donor development and where appropriate design a stewardship program, which will provide a diverse, predictable and sustainable funding base for PGHS.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the affiliate leadership of items that would benefit PGHS.
- Create and implement major gifts program, planned giving program, and volunteer giving program.
- Identify and solicit new sources of corporate and foundation funding, for example naming opportunities.
- Build and maintain relationships with donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate.
- Develop and manage all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Ensure that the donor database information is current and accurate.
- Acknowledgement of all gifts and donations as per CRA policy.

Events and Sponsorship

- Manage or oversee all PGHS events.
- Provide leadership to Event planner and volunteers in the development of skills necessary to support programs.
- Promote events to the business community as a way to support PGHS and provide support to those groups that want to host an event.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for lottery houses and events as needed.
- Compliance with BC gaming for PGHS lotteries.

Marketing and Communication

- Write press releases and media alerts.
- Develop and maintain media contacts with area media outlets.
- Oversee and direct all media relations, social media communication, media production and general branding of the PGHS and all its programs.

QUALIFICATIONS:

- B.A/B.S degree and CFRE designation preferred with an emphasis or concentration in business, marketing, or related field.
- Minimum five years professional development and fund raising experience in a management capacity.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
- Demonstrated ability to work as in an interdisciplinary team and willingness to promote the principles and views of PGHS.
- Ability to work with minimal supervision – self-motivated & confident.
- Ability to handle multiple projects simultaneously.
- Ability to inspire, train, motivate, and supervise volunteers.
- Demonstrated confidence while public speaking, with superior verbal and writing skills.
- Experience negotiating and maintaining funding agreements.
- Experience with donor software and data management.