



Manager of Program & Resource Development

ORGANIZATION OVERVIEW

Durham Rape Crisis Centre (DRCC) is a non-profit feminist organization that believes in the equality of all regardless of race, class, sexual orientation, or gender. We work with and provide crisis support services, counselling (individual and group), advocacy, accompaniment, and support services for survivors of sexual violence and their families/support people.

Our team is growing, and we are seeking a highly skilled Program & Resource Development Manager role to join us in our commitment to contributing to the financial success of our organization. If you are passionate about ending sexual violence, and have program/resource development skills, this is the opportunity for you!

Overview:

This role is divided into 2 functions:

The Manager of Resource Development role is responsible for fundraising efforts to improve the revenue of the organization and associated programs by expanding the funder composition, broadening the funder base, and implementing formal fundraising efforts. This includes forming and affirming existing ties within the community to build on the existing funding base. The candidate will engage in a team approach and thereby strengthen our organization's capacity as a whole. The Manager of Resource Development is responsible for fundraising activities, membership, donors, and other fee for service initiatives to generate unrestricted revenue.

The Program Manager is responsible for the coordination, management and continuity of the organization's various programs and services. The Manager is also required to coordinate with other management and counselling staff with respect to



scheduling, delegation, logistics and budgeting to ensure the successful facilitation of Durham Rape Crisis Centre programs. Other managerial duties may be assigned as required.

Role and Responsibilities:

- Design, present and offer community programs.
- Manage program communications and promotion.
- Administer program budget(s) and ensure it is adhered to.
- Ensure the safety of staff and clients.
- Assist with the recruitment, hiring, and training of candidates.
- Prepare and facilitate regular meetings with the Executive Director and Management Team.
- Maintain positive and professional communication with staff.
- Evaluate performance and provide feedback.
- Organize and manage Durham Rape Crisis Centre programs, through all stages of planning.
- Maintain detailed and accurate program records.
- Periodically provide administrative support to program staff.
- Support with development of policies and procedures of programs.
- Manage the development, production and distribution of promotional and program materials.
- Oversee the financial management of programs.
- Review and assess feedback on all programs for continuous improvement.
- Pursue professional development opportunities.
- Other managerial duties may be assigned as required.
- Create and implement an overall annual fund-raising strategy for annual solicitation.
- Develop a framework for major individual and planned giving donors.
- Write grant proposals for existing sources of funding, respond to RFP's and seek out new opportunities not currently identified.
- Engage in fundraising activities to meet financial goals set out by the Board of Directors.
- Develop, implement and operate a capital and endowment campaign.



- Develop and implement a fundraising strategic plan to raise annual funds for operational costs.
- Build capacity and mobilize volunteers and staff with ongoing fundraising projects.
- Enhance the capacity of volunteers and staff to fundraise through coaching and developing straightforward techniques for asking for support.
- Facilitate a team approach to fundraising throughout the organization.
- Review and evaluate all current fundraising initiatives including grants, events, and individual donors.
- Develop and maintain a donor data base.
- Develop a planned giving strategy.
- Ensure community and funder relationships are developed, enhanced and nurtured.
- Mobilize strategic planning and public relations.
- Work with the Executive Director and Finance Committee to establish funding priorities and develop an integrated work plan to meet these priorities.
- Oversee all fundraising activities in collaboration with committees, Board of Directors and the Executive Director.
- Identify and build upon potential government, corporate, foundation and private sector funding sources.
- Develop grant and fundraising proposals and applications.
- Ensure that all reporting requirements are met.

Qualifications and Requirements:

- University degree in related field preferred
- Related certifications/training (CFP etc).
- 3-5 years' experience as a Program or Project Manager/Resource Development Manager preferred
- First Aid and CPR Certification considered an asset.
- Intermediate – advanced knowledge of Microsoft Office (Word, Excel, Outlook, Power Point).
- Ability to interpret and effectively manage multiple and competing priorities and deadlines.
- Proven ability to organize, evaluate, communicate and present information, both verbally and written.
- Demonstrated time management and project management skills.



- Minimum 3-5 years experience and a proven record of success in raising funds for non-profit organizations from government and non-government sources.
- Experience developing, implementing and/ or operation of a successful campaign.
- Demonstrated abilities in strategic planning and problem solving.
- Demonstrated abilities to work as a team player and to facilitate and mobilize support.
- Demonstrated, well developed influencing, negotiating and sales skills.
- Demonstrated ability and interest in working with and for diverse populations.
- Experience working in a politically sensitive environment.
- Ability to meet deadlines.
- Strong writing, presentation and networking skills.
- An understanding of budgets and financial reporting.
- Fully literate in Word, Excel, and one or more fundraising data base programs.
- Outgoing, inclusive and welcoming in nature.
- Resourceful, motivated and energetic.
- Valid driver's license and access to a vehicle.
- An understanding of the issues of sexual violence in the community is considered to be an asset

Work Conditions

- Hybrid position with remote and office based work.
- Some Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Lieu hours as required.
- Interacts with client, agency, community, and government stakeholders under within a variety of circumstances, some of which may be crisis or stressful situations.
- Criminal Record Check with Vulnerable Sector Screening required.
- Compliance with our Covid policy

Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continuous Learning



- Problem Solving
- Research and Analysis
- Decision Making and Judgement
- Operating Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Coaching and Mentoring
- Communication
- Energy and Stress
- Team Work

EMPLOYMENT and WORKING CONDITIONS

- Full time position Monday – Friday based on agency need with flex, lieu hours/overtime, including evenings and weekends, as required.
- Hybrid position – work primarily remotely with office work as required.
- Interacts with client, agency, community, and government stakeholders under within a variety of circumstances, some of which may be crisis or stressful situations.
- Criminal Record Check with Vulnerable Sector Screening required.
- Compliance with our Covid policy

DRCC AS AN EMPLOYER

We are Proud of:

- All staff receive paid self-care each week – we prioritize wellbeing.
- Additional paid floating stat days.
- Remote working environment, with on-site work, as required.
- We highly value the development of our staff and provide professional development opportunities.
- We are a dynamic, passionate, and collaborative team!
- DRCC is a proud recipient of the Ontario Ministry of the Attorney General’s 2021-2022 Victim Services Awards of Distinction



As an employer, DRCC is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. We promote equity, diversity, inclusivity, anti-racism, and anti-oppression to provide equal opportunity and full inclusion for all candidates. We encourage individuals from Indigenous, Francophone, Immigrant and Refugee, Black, Women of Colour, LGBTQIA2+ communities, people with Dis/abilities, and all equity seeking groups to apply.

DRCC will make reasonable accommodations to enable all applicants to participate in the recruitment process. If you require any accommodation, please contact gemma@drcc.ca or 905-749-1032

If you are interested in this role and making an impact on your community, please send your cover letter and resume to Executive Director: gemma@drcc.ca with job title in subject. We thank all candidates for their interest but only those selected for an interview will be contacted.