

Development Manager

Huronian Transition Homes is a non-profit organization working to end all violence against all women. We operate 5 primary programs, including La Maison Rosewood Shelter, a woman-centered organization that provides support to women who are fleeing violence, or are experiencing homelessness. We are committed to providing our services within an intersectional feminist and harm reduction integrated environment.

Huronian Transition Homes is currently hiring a full-time permanent Development Manager. The successful candidate for this position will work primarily out of our Midland office, with the option of working a hybrid model. The Development Manager will be responsible for the development and implementation of a strategy to raise and enhance resources for the organization. Work activities will include grant writing, as well as the coordination and implementation of development efforts such as fundraising events and campaigns.

Key responsibilities include:

Strategic Planning and Resource Development

- Work closely with the Executive Director to develop and implement a development strategy, inclusive of a logic model with both short and long-term goals. Set priorities and outcomes in an annual operating plan.
- Conduct comprehensive research to identify and recommend potential funding prospects and opportunities.
- Coordinate and prepare grant and/or funding proposals.
- Create individual giving strategies and streamline current processes.
- Identify, cultivate, and maintain relationships with new and existing donors, sponsors, and partners.
- Plan all major fundraising events including assisting in securing corporate sponsorship, venue planning, committee participation and support.
- Build relationships and target participation with organizations and businesses in a manner that results in increased positive visibility for, and understanding of, the organization.
- Plan and implement recognition and appreciation activities to adequately thank, reinforce and retain long-term relationships with donors and third-party event organizers.
- Develop compelling communications and promotional materials, ensuring that all are consistent with the organization's mandate and philosophy.
- Develop HTH's social media strategy, with clear priorities and outcomes, keep the organization's website up-to-date and relevant.
- Ensure all fundraising activities are executed in compliance with funding sources, best practices, organization guidelines, and government requirements including tax/license requirements.
- Administer and manage IMIS donor database and fundraising software, set-up and maintain an internal donor database.
- Generate reports on development activities and impact as requested.
- Work with Financial Controller to track revenue and expenses from each event.
- Participate in monthly management meetings, and on other committees as deemed appropriate by the Executive Director.

- Abide by all policies, procedures, rules and regulations of Huronia Transition Homes
- Perform other duties as assigned by the Executive Director or designate.

The successful candidate must possess:

- Post-secondary degree/diploma in communications, public relations, marketing or journalism and a minimum of four years of relevant experience
- Excellent communication, presentation, and facilitation skills.
- Excellent professional writing, editing, and research skills.
- Thorough knowledge of the principles of effective communication and mass media, publicity, advertising, and community relations
- Fluency in fundraising management software. IMIS an asset.
- Experience in interactive/social media development
- Ability to build, foster and maintain relationships with organizational supporters.
- Demonstrated success in fundraising and donor relationships.
- Demonstrated success in planning and managing special events.
- Demonstrated skill in meeting individual and organizational targets.
- Positive and innovative personality with demonstrated ability to excel in a fast-paced and busy environment.
- Ability to condense large amounts of information into newsworthy or promotional materials.
- Ability to plan, organize and effectively present ideas and concepts to groups.
- An understanding of non-profit, social services and social enterprise sector is considered an asset.
- Fluency in French is considered an asset.

In keeping with our commitment to represent all our communities, aboriginal women, francophone women, queer-identified and racialized women are especially encouraged to apply.

Please submit your up-to-date resumé, as well as a cover letter highlighting your experience, to:

Cindy Larocque
clarocque@rosewood.on.ca
P.O. Box 54
Midland, ON L4R 4K6

Fax: 705-526-0343

Salary: \$60,000.00 per year

Closing date: November 17, 2023

www.huroniatransitionhomes.ca