

FULL-TIME DIRECTOR OF FUND DEVELOPMENT

Department: Fund Development

Status: Full-Time

Hours: 40 Hours/Week

The Royal Winnipeg Ballet is committed to an inclusive and diverse environment that values, respects and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous people, racialized people, disabled people, people of all sexual and gender identities and others who may contribute to further diversification endeavors.

THE POSITION

The Director of Fund Development is responsible for providing strategic planning and tactical leadership in the creation and implementation of comprehensive fundraising plans. Responsibilities include budgeting, problem solving, organizing, and planning work activities along with meeting the annual fundraising goals and objectives.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND FUND DEVELOPMENT

- Lead and have an active role in designing, implementing, managing, and evaluating donor recognition, stewardship and engagement strategies, activities, programs, and long-term goals to ensure a consistent donor experience and contribution to the growth of fundraising performance.
- Provide strategic guidance to the Board of Directors, Board Fund Development Committee, Executive Director, Artistic Director, and members of the Senior Leadership Team.
- Lead and manage the Development Team; provide training and development, performance feedback, coaching, guidance, and counseling.
- In collaboration with the leadership team, advise and shape discussions and decisions affecting the organization.
- Develop collaborative relationships with other departments to ensure fundraising activities are delivered smoothly, effectively, and meet expected outcomes.
- Create a fundraising organizational structure to ensure volunteer and staff resources are deployed to maximize results.
- Evaluate and analyze past performance of the fundraising program, continuing to build on strengths and addressing areas of opportunity.
- Ensure the case for support is reviewed annually and updated as required.

PROCESS AND ACTIVITIES

- Work with staff to develop and manage timelines for fundraising activities, ensuring plans and essential fundraising processes are carried out in a timely manner.
- Oversee the preparation and submission of grant applications to community and private foundations.
- Oversee the planning and execution of special fundraising events.
- Identify and develop corporate and individual prospects for the fundraising priorities of the organization.
- Provide oversight to external consultants engaged to execute fundraising activities.
- Maintain policies and procedures for ethical fundraising practices.
- Track and monitor fundraising activities and dollars to ensure fundraising goals are being achieved.
- Regularly monitor activities, revenue, expenditures, and manage issues as needed.

MARKETING AND COMMUNICATIONS

- Ensure a marketing and communications plan exists to promote the organization to new and existing donors.
- Maximize public awareness of the fundraising activities of the organization.
- Provide support and expertise for the design, printing, and distribution of marketing and communications materials for fundraising efforts.
- Foster a culture of philanthropy within the organization.

DONOR RELATIONS

- Provide strategic direction and leadership for the development of recognition, stewardship, and engagement strategies for donors and sponsors.
- Lead cultivation and stewardship strategies to advance relationships with the largest corporate and individual donors and sponsors, in partnership with key relationship managers.
- Ensure gift acknowledgment and receipts follow best practices; maintain compliance with Canada Revenue Agency guidelines.
- Commit and maintain confidentiality and ensure a high degree of accuracy in donor records.
- Ensure donor prospect research is an integral part of the fund development plan.

OTHER DUTIES

- Develop the annual revenue and expenditure budget for the department for approval.
- With the Director of Finance and Administration, set annual budget goals for contributed revenue.
- Keep abreast of philanthropic trends locally and nationally.
- Other duties as assigned.

WORKING CONDITIONS

This position requires face-to-face and virtual discussions with individuals and teams, with a collaborative work style. The Director of Fund Development makes independent decisions, determines tasks, priorities, goals, and activities to achieve department goals. The position includes regular use of a computer and phone, writes letters and memos, prepares documents, and participates in meetings internally and externally. Some travel required.

EDUCATION AND QUALIFICATIONS

- Senior level experience in stewardship, fundraising, donor communications, advancement operations or a related field.
- Experience coaching and mentoring fundraising staff.
- University or College degree in Communication, Business, or Management; an equivalent combination of education and related experience may be considered.
- Member of the Association of Fundraising Professionals and adherence to its Code of Ethics.
- Familiar with fundraising software and database management; adept at Microsoft Suite.
- CFRE designation an asset.
- Must possess a valid Manitoba Drivers' License.
- Clear Criminal Background Check and Child Abuse Registry Check.

SKILLS AND SPECIFICATIONS

- Demonstrated knowledge of fundraising activities, donor motivations, and donor stewardship best practices.
- Experience working with major gift donors and sponsors; demonstrated success building donor stewardship and engagement programs, protocols, policies and processes.
- Ability to work effectively with senior volunteer leadership and committees; proven track record in cultivating and maintaining relationships with volunteers and donors.
- Exceptional oral and written communication skills and knowledge of fundraising and stewardship communication.
- Strong interpersonal skills to build positive relationships with internal and external stakeholders.
- Strong analytical and problem-solving skills.

HOW TO APPLY

If you would like to join us, please apply to **People Services** at peopleservices@rwb.org. Tell us about yourself! All candidates must submit a cover letter and resume that showcases your personality.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Royal Winnipeg Ballet is committed to providing accessible employment while ensuring our recruitment process is barrier free. Accommodations are available upon request for candidates participating in all aspects of the assessment and selection process. Requests for accommodation can be sent to peopleservices@rwb.org.

Closing Date: February 23, 2024

As part of the Royal Winnipeg Ballet hiring process, successful candidates will be required to submit a satisfactory Criminal Background Check and Child Abuse Registry Check.