



the support network
Director, Resource Development
Position Posting

For 50 years, The Support Network has supported the community with community services information, support and referrals, crisis management and intervention, and suicide prevention. Our knowledgeable team of professionals removes barriers to getting help in the community to ensure that 70,000 people per year get the help they need, when they need it. An individual and community capacity builder, The Support Network uses a collaborative community development approach to providing help to other organizations as well, helping them manage distress in their own workplaces.

Position Summary

This leadership position reports to the Executive Director and is an integral part of the Senior Management Team. The incumbent is responsible for the successfully developing, orchestrating and supervising the execution of fund development plans for The Support Network and The Support Network Foundation, and Supervising the Volunteer Program. This position works in collaboration with the Executive Director, Board Members, Directors Team, Leadership Team, Volunteer Program, Communications, Administration, donors and fundraising volunteers.

This permanent full-time position has a competitive compensation plan and benefits, a flexible work week and set in a supportive environment.

Key Responsibilities

Leadership

1. As a Director, supports and participates in strategic planning, decision making, policy development and budget planning
2. Supports the strategic direction of The Support Network Foundation
3. Establishes Resource Development plans, budgets and reports to the Executive Director and subsequently to the Board(s) of Directors.
4. Represents the organization in a manner consistent with the ethical practices of the profession and values of the organization
5. Researches, and prepares grant applications in consultation with Program Directors.

Fund Development

1. In partnership with the Executive Director and the Boards of The Support Network and The Support Network Foundation, develops fund development strategies to fulfill strategic plans
2. Fosters a donor centered environment that helps the organization thrive
3. Supervises the Resource Development activities within the organization including donor cultivation and recognition; annual giving; major gifts; special events; sponsorships; and planned giving.
4. Develops Fund Development Policy for approval by the Executive Director
5. Presents research and recommendations to help achieve strategic financial goals
6. Accountable for fundraising targets as identified in strategic plans and budgets

7. Cultivates external relationships to expand fund development opportunities
8. Supervises donor stewardship and event project plans
9. Conducts donor engagement and special event analysis
10. Collaborates with Communications staff on all fund development communications, ensuring that all marketing strategies align with the organization and are donor centered

Supervisory Responsibilities

1. Supervises, supports and mentors the work performed by Resource Development Program and Volunteer Program staff
2. Supervises the development and management of the donor database

Qualifications Required

You have post secondary education and a solid track record in Fund Development with a minimum of 5 years experience related to fundraising, proposal writing, public relations, donor relations and volunteer management. You demonstrate success in developing and implementing an integrated Fund Development Program including major gifts, planned giving, special events, annual giving and donor stewardship. You have CFRE accreditation or are working toward the same.

Flexibility of the working day is inherent in this position. The workload fluctuates by campaign. Flexibility to work evenings and weekends may be expected.

Are you.....

- An effective team player with strong leadership skills?
- Confident you can lead, inspire, motivate and mentor others?
- Highly self-motivated, achievement and goal oriented?
- Energetic, confident, enthusiastic in your ability to achieve goals?
- Knowledgeable and experienced in fundraising campaigns?
- Successful in developing and achieving fund development plans?
- Skillful in Microsoft Office suite and knowledgeable of donor databases?
- Excellent at time management, communications, decision making and presentation skills?
- Well developed in your interpersonal skills?
- Solid in your knowledge of ethical principles and best practices of fundraising, donor relations and communications?

If the above list describes you, we encourage you to apply! **Applications will be accepted until August 15th, 2010 and must include a cover letter, current resume, and a brief synopsis of resource development accomplishments.** All applications will be held in confidence and should be forwarded to:

Nancy McCalder, Executive Director
The Support Network
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Fax: Attention Nancy McCalder (780) 488-1495