

Why join Skills Society?

Skills Society is an organization that thinks differently about how best to serve and support people with developmental disabilities to lead meaningful lives in our communities. Beyond inclusion, we believe everyone has the right to be a valued citizen, deserving of respect, dignity and rights. We're looking for talented people to help build this vision alongside us.

The ideal Skills Society team member brings a diversity of skills and qualities to our organization, but above all we value people who are:

- Passionate about social change and excited about exploring new ways to support people with developmental disabilities
- Able to thrive and contribute in a close-knit team environment
- Collaborative, whether it's with the people we serve, families, or partner organizations
- Creative in coming up with new ways to solve old problems
- Trustworthy and reliable, always following through on your commitments
- Highly skilled at building and nurturing relationships

At our core is an uncompromising commitment to our team of talented people who believe in our mission. In return, we offer:

- Meaningful, impactful work
- An environment where you can thrive and grow
- Leaders and colleagues that care about our team as people, not just as employees
- A broad range of training and learning opportunities
- Flexible and alternate work arrangements

Our culture – Skills Society is known nationally for our innovative approaches and growing a culture of innovation and creativity within and outside of our organization. Through this work, we strive to build around the gifts and strengths of our team members, offering valuable and inspiring ways they can contribute and drive change in meaningful ways.

Skills Society Values

- **Practice in person-centred ways** - We never forget to keep the voices of those we serve at the centre of our planning and practices
- **Seeking creative collaborations** - By working with others, we build a stronger community of neighbours, leaders and advocates
- **Build and share knowledge** - In order to continually improve the support we provide, we're not afraid to learn from others and try new ideas
- **Embrace complexity** - We know that supporting people's citizenship is complex. Through creativity, determination and collaboration we can tackle any challenge
- **Adapt and evolve** - We build our supports to adapt to the unique needs of each person. At the same time, we strive to shift our services and priorities to meet changing times

If these values align with yours, please reach out to explore any new or emerging opportunities we may have.

Career Opportunity - Senior Manager of Fund Development and Engagement

We are looking for a part-time, permanent Senior Manager of Fund Development and Engagement to lead and grow our new fund development area. This position is a management/specialist role working 18.75 hours per week, schedule to be agreed upon.

Position Summary: The Manager of Fund Development is a new role in the organization and is responsible for the implementation of our Fund Development plan which includes foundation management, major gifts, annual giving, annual casino fundraiser, planned giving, planning including cultivating and maintaining relationships with new and existing donors and supporters, developing and building new philanthropic programs, researching, support in writing grant proposals, database management and providing evaluation reports as required.

This position will also be responsible for the development and implementation of the communications and marketing components of the fund development plan.

The Senior Manager of Fund Development and Engagement reports to the Senior Leader of Continuous Improvement and Innovation and participates in strategic planning and budgeting initiatives. They will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

WHAT YOU'LL BE DOING

Fund Development Plan Execution

- Implement the fund development plans in accordance with ethical fundraising principles.
- Develop a fund development program at Skills Society.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.

Fund Development and Donor Stewardship

- Oversee the planning, facilitation, and evaluation of a successful fundraising program that aligns with the new fund development plan and Skills Society's strategic plan.
- Develop and grow a strong donor base through diversified fundraising activities that include: major gifts, sponsorship, individual and corporate donations, grant writing (support), direct mail, special events, community fundraising initiatives and in the future planned giving.

- Coordination and oversight of annual casino fundraiser
- Maintain regular contact with key donors, keeping them informed of the new and ongoing activities at Skills Society.
- Solicit and secure donations from individuals, corporations, agencies, and foundations where appropriate.
- Support the Board and Fund Development Committee in its fund development initiatives and activities
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Foster a culture of philanthropy within the organization.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Develop and nurture relationships with donors through a meaningful and strategic donor stewardship program of the highest standard that meets the donor's recognition needs and enhances the success of the revenue development program and the organization as a whole, continuing the established trajectory of above average donor retention, at all levels of giving.
- Oversee the implementation of the donor stewardship matrix, ensuring that donor stewardship continues to be both relevant to and appreciated by Skills Society's donors, while also serving the needs of the organization.

Marketing and Communications

- Develop and implement the marketing and communications components of the fund development plan
- Gather and share powerful outcomes and stories of donor impact
- Develop and oversee communications and digital tools related to giving campaigns and other fund development appeals (e.g., Giving Tuesday)
- Regularly update and share information through Skills Society website, social media channels, and Mailchimp
- Support staff and board members in developing meaningful narratives
- Explore other platforms and opportunities for increasing awareness and growing Skills Society's audience base

Budgeting and Forecasting

- Develop and gain approval for an annual income and expenditure budget for the fund development program.
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.
- Work collaboratively with the Finance Department to ensure accurate coding and receipting.
- Database Management

- Record, update and manage constituent records in donor CRM.
- Implement changes in database operations as required.
- Manage database access and keep stored user information up to date.
- Provide training, feedback, and support to users on the usage of data provided.
- Develop and run queries to record, track and manage donor engagement (for example direct mail pieces, invitations, tax receipting and thank you letters)

WHAT YOU BRING TO OUR MISSION

- Post-secondary degree; CFRE Designation an asset.
- 5 years progressive experience as a fund development professional including advancement and fundraising proficiency.
- Successful record of establishing and maintaining effective and professional relationships with donors, volunteers and co-workers.
- Outstanding oral and written communication skills including digital and social media.
- Excellent computer skills and familiarity with donor database operation.

WHAT YOU NEED TO KNOW

- This position will begin as a 0.5 FTE with the opportunity to progress to 1.0 FTE as the fund development program grows.
- Starting salary range is \$50,000 - \$60,000 and is commensurate with education and experience.
- Vacation time will be accrued at 6.5 hours a month, which is the prorated equivalent of 4 weeks per year.
- A current (within 6 months of date of issue) Police Information Check with Vulnerable Sector Search is required upon commencement.
- On occasion, some evening and weekend work may be required.
- The ideal candidate will have experience in the human services sector and understanding of social justice and disability rights history in Alberta.

Skills Society strives to be an equitable employer and has long established policies and practices that show we value diversity, equity and social justice. As part of this value, we are continuously learning and improving to ensure our collective work keeps us all moving towards our vision and centers us in supporting the citizenship and deep belonging of people with disabilities in community. To learn more about how we're acting on this commitment visit <https://www.skillssociety.ca/equity-diversity-andinclusion>.

Skills Society has intentional practices in place to achieve fairness in employment and create a diverse workforce. No person will be denied employment opportunities or opportunities or benefits for reasons unrelated to their abilities. Recruitment and advancement will not discriminate on the grounds of any protected characteristics under Alberta Human Rights or Canadian Human Rights legislation. Individuals will be recruited to positions based on their

skills, qualifications and attributes required for employment and alignment to agency core values.

HOW TO APPLY

Please forward resumes with a covering letter, indicating salary expectations, and quoting ref. #MD2023 to the Senior Manager of Human Resources by January 27, 2023.

Skills Society
#203, 10408 – 124 Street NW
Edmonton, AB T5N 1R5
Fax: 780-482-6395
jobs@skillsociety.ca
www.skillsociety.ca

Thank you for your interest. Only candidates selected for an interview will be contacted.