

Job Title: Senior Director - Fund Development

Program Area: Administrative Services

Salary Level: Competitive salary commensurate with similar positions

Organization Summary

CMHA-Edmonton Region is a non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery, and suicide prevention. We support the resilience and recovery of people in distress including those affected by mental illness or suicide by providing crisis intervention, peer connections, suicide, grief and family support, as well as advocacy and wayfinding. We provide safe, long term affordable housing for those living with mental illness and low income. CMHA-ER operates 211, linking the general public with community, social, and government services. We also operate the 24 hour 7 day a week Distress Line, staffed by highly trained volunteers.

The Position

CMHA-ER is seeking a Fund Development Director. This key position will enhance CMHA Edmonton's strong potential to grow its programs and operations, with responsibility for developing and maintaining a robust fund development program, its strategy, planning execution, success and sustainability. This is a senior level position within the organization. Reporting to the Executive Director, the Fund Development Director will:

- Review the existing fundraising program, identifying its strengths and weaknesses
- Building on that review, develop a suitable fundraising program to increase, diversify and strengthen the organization's existing revenue streams
- Engage the Board of Directors in actively supporting fundraising thrusts
- Identify and develop new sources of revenue
- Develop, implement and cultivate a donor stewardship program
- Develop, implement and cultivate a donor retention program
- Develop, implement and cultivate a major gifts program
- Review the existing fundraising events with a view towards enhancing their efficacy
- Initiate the process of a Capital Campaign in order to broaden housing portfolio, including creating a feasibility study and identifying and cultivating potential donors
- With the Executive Director, ensure specific, measurable targets are in place

Reporting

This position reports to the Executive Director and serves as a part of the senior leadership team. The position supervises the following positions: Director Resource Development, and Resource Development Associate. Within the agency, the position has primary relationships with the financial operation, senior leadership staff, and the Board of Directors. Outside the agency, the position coordinates with donors and prospective donors, sponsors, and funding sources.

Qualifications

Typically, a bachelor's degree and a minimum of 7 years fundraising experience in a senior position. Membership in a professional fundraising association is expected. Certification in fund raising (Certified Fund Raising Professional) is preferred.

- Demonstrated experience in managing and implementing a comprehensive fund development program
- Demonstrated experience in generating charitable contributions
- Comprehensive management skills and experience including but not limited to short and long-term planning, evaluating, and directing staff.
- Strong oral and written communication skills; high level of comfort in public speaking and making public presentations
- Experience in leading a board of directors and senior management in the process of a capital campaign is beneficial
- Willingness to spend significant time in the community making and facilitating face to face donor visits
- Demonstrated experience in mentoring and motivating fundraising staff and volunteers

Key Competencies

- The ability to articulate and convey to the public the work of the organization
- An ability to speak with empathy, comfort and dignity in support of those living with mental illness
- A keen understanding of the nature and dimensions of philanthropy, ethics and motivations for all manner of charitable giving
- Thorough knowledge of research and cultivation practices, as well as standard fundraising techniques
- Understanding of fundraising measurement, metrics and evaluation
- The ability to think strategically and work independently to drive new initiatives or enhance existing programs
- The ability to promote a positive atmosphere within the organization and work cooperatively with all team members
- Strong skills in proposal and grant writing; comprehensive knowledge of funding opportunities within the community
- Ability to monitor external industry knowledge, trends and opportunities in order to respond to changes in the philanthropic environment
- Familiarity with development office functions including gift processing, prospect and donor histories, and fundraising reporting.
- A high degree of competency with the Microsoft Office suite and Raisers Edge is necessary

Other

- Valid driver's license and vehicle, with the ability to travel within Edmonton and surrounding communities
- Ability to work flexible hours, should evening and weekend work be required
- Successful candidate will be required to complete a Vulnerable Persons security clearance
- References will be required

Please reply with cover letter and resume by March 30, 2020 to:

Ione Challborn
Executive Director
IChallborn@cmha-edmonton.ab.ca