



## Manager, Fund Development and Events

### Job Posting

- Job Title:** Manager, Fund Development and Events
- Position Type:** Permanent Full-time
- Hours:** Monday – Friday 8:30am – 4:30pm (occasional evening and weekend work required)
- Salary/Wage:** \$56,195- \$69,113 per annum
- Closing Date:** Open until a suitable candidate is found

### Organization Summary

CMHA-Edmonton 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 through education. We support the resilience and recovery of people in distress including those affected by mental illness or suicide by providing crisis intervention; safe, long-term and affordable housing; recovery college; peer connections; suicide grief and family support; advocacy and wayfinding; and providing opportunities to improve your wellness.

Join us and make a difference in the lives of individuals and families affected by mental illness and stressful situations including abuse, violence, and suicide.

### Job Summary

Reporting to the Senior Director, Fund Development, the Manager, Fund Development and Events is an integral part of CMHA-Edmonton's fund development and communications team. This position will lead the planning and implementing the agency's signature events, including the Distress Line Breakfast, Mental Health Golf Classic, Mental Health Matters Walk/Run, and Ride Don't Hide. This position also assists with third party events. It contributes to fund development through database management, and working with the Senior Director, Fund Development on donor recruitment, stewardship, and engagement.

This role is an opportunity for the successful candidate to bring creativity to the role, reimagining our events and fund development activities. The successful candidate will be a self-starter who can juggle multiple priorities and deadlines, work well with sponsors and key supporters, and help recruit and engage donors.

### Qualifications/Experience

CMHA-Edmonton recognizes that candidates all have different skills and experiences to offer. While we are highlighting desired qualifications in the following sections, it is not a checklist. We encourage everyone interested to apply and indicate how you would successfully take on the role even if you have unconventional experiences or qualifications.

- Post-secondary degree or diploma, or equivalent combination of education and experience.
- Minimum of 5 years of experience in event planning and/or fund development, ideally including activities such as:

- Leading the planning and organization of significant events.
- Fund development administration and donor recruitment and stewardship.
- Securing sponsorships and maintaining strong relationships with event and organization sponsors.
- Membership in the Association of Fund Development Professionals (AFP) is an asset.
- Experience with Raiser's Edge or a similar database is an asset.
- Valid Class 5 Drivers License
- Acceptable Police Information Check

### **Skills/Abilities**

- Self-starter who can bring creativity and innovation to the role.
- Strong interpersonal, verbal and written communication skills including an ability to respond appropriately with conflict resolution skills in difficult situations
- Ability to multitask and manage multiple projects and deadlines simultaneously.
- Strong attention to detail and organization skills.
- Demonstrated initiative and the ability to work independently and operate effectively in a complex multi-program environment
- Understanding of effective communications and ability to work with communications staff to deliver compelling messages.
- Demonstrated abilities in project management, financial management, project delivery, and evaluation
- Superior organizational, time management and problem-solving skills
- Donor database management experience, preferably Raiser's Edge.
- Ability to effectively use Microsoft Office

**Apply, with cover letter and resume, to:**

[hr@cmha-edmonton.ab.ca](mailto:hr@cmha-edmonton.ab.ca)

CMHA values diversity and welcomes applications from First Nation, Inuit, Metis, New Canadian, racialized, differently abled and LGBTTTQIA+ communities.

We thank everyone for their interest and will only reply to those individuals who will be contacted for an interview.

Thank you for making mental health matter.