

## ROLE DESCRIPTION

**POSITION:** Development Manager

**REPORTS TO:** Executive Director

### ROLE DESCRIPTION SUMMARY:

**HOURS OF WORK:** 37.5 hours per week

**EMPLOYMENT TYPE:** Contract – 1 year, renewable

**CLOSING DATE:** 4:30 pm, August 8, 2014



### ABOUT EPILEPSY ONTARIO:

Epilepsy Ontario is a registered charity dedicated to promoting independence and optimal quality of life for those living with seizure disorders by promoting information, awareness, support services, advocacy, education and research.

Through a network of local agencies, contacts and associates, Epilepsy Ontario provides client services, counselling and referral services. Epilepsy Ontario is the voice of epilepsy in the province. We do this by focusing on our four pillars: information, advocacy, provincial programs and research.

### POSITION PURPOSE:

The Development Manager is responsible for the overall strategy and execution of fundraising initiatives to support the work of Epilepsy Ontario. The Development Manager will be responsible for the management of the fundraising systems, including but not limited to the donor database, online fundraising tools, major gifts, third party fundraising events, direct mail, donor stewardship and recognition practices. Current sources of revenue include direct mail, third party and special events, gaming and an Ontario Trillium Foundation grant. The Development Manager will play a critical role in growing the annual, monthly and legacy giving programs. The incumbent will also ensure social marketing, promotional materials, and communications are consistent and impactful. Success in this position is realized and measured in growing overall net revenue.

### KEY RESPONSIBILITIES:

- Oversee all fundraising programs and initiatives for Epilepsy Ontario;
- Develop and implement fundraising plan and strategies;
- Provide fundraising skills and leadership in reaching financial targets while creating and building strategy with sound financial foundations;
- Provide strategies to grow resource development; complete milestones and measurements annually;
- Donor identification and stewarding using best practices;
- Grant and foundation research, planning and composition for general support requests;
- Working with local agencies, support the development of a provincial fundraising initiative;
- Recruiting, cultivating, and mentoring of fundraising volunteers;

- Develop and maintain strong working relationships with donors, partner agencies, volunteers, corporations and foundations;
- Provide leadership and support to internal and external committees including the Resource Development and Provincial Fundraising Committees
- Generate and increase income from existing and new sources to support Epilepsy Ontario's core programs
- Build relationships with individual donors and grant giving foundations and organizations
- Build and manage corporate giving and an individual donor program
- Develop and implement stewardship programs and introduce Planned Giving
- Working with a volunteer committee, plan, coordinate and implement a special fundraising event
- Identify, cultivate, solicit and track gifts from individuals, corporations and foundations
- Write funding proposals and related materials such as newsletters, brochures and pamphlets as they relate to fundraising.
- Ensure donor database management best practices.
- Provide knowledge on, and follow CRA regulations for Charities and related filings
- Have an understanding of fundamental moves management principles and the ability to lead this process within Epilepsy Ontario

#### **QUALIFICATION REQUIREMENTS:**

- Post-secondary education CFRE certification considered an asset
- Minimum 3 years of experience in fundraising
- Excellent leadership and team building skills
- Ability to work with a broad range of individuals including staff, volunteers, and donor communities
- Proven track record of working with multiple deadlines
- Excellent verbal and written communication skills
- Proficiency and experience working with Social Marketing and programs such as Microsoft Office Suite (PowerPoint, Word, Excel)
- Proven project management skills; proven management and leadership abilities
- Knowledge of Income Manager software considered an asset
- Experience working for a provincial charity is an asset

#### **CONDITIONS OF EMPLOYMENT:**

This position will require flexibility in the work schedule as occasional evening and/or weekend initiatives may require support.

Epilepsy Ontario is an equal opportunity employer and is committed to diversity and inclusivity in employment and welcomes applications from all qualified persons of diverse backgrounds. Epilepsy Ontario is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

#### **TO APPLY, PLEASE FORWARD YOUR RESUMÉ TO:**

Rozalyn Werner-Arcé, CAE, Executive Director, [rozalyn@epilepsyontario.org](mailto:rozalyn@epilepsyontario.org)

*Only those selected for an interview will be contacted. Please quote "Development Manager" in the subject line of your email.*