



FUND DEVELOPMENT MANAGER JOB DESCRIPTION

Job Title

Fund Development Manager

Reports To

Executive Director

Job Overview

The Fund Development Manager of Long Point Basin Land Trust (LPBLT) will be primarily responsible for developing fundraising plans and implementing those plans for the long-term sustainability of the organization.

Responsibilities and Duties:

- Work closely with the Executive Director, Community Relations and Market Manager and other staff to develop fundraising, for the organization, implementing those plans, and measuring and reporting their outcomes;
- Staff representative for the volunteer Development Committee, including organizing meetings (virtual and in-person), assisting the chair with the agenda, preparation and recording minutes.
- Represent LPBLT at external meetings/events where required.
- create and execute methods of fund development through the use of initiatives such as, but not limited to: direct mail campaigns, fundraising event(s), social media, business sponsorship solicitations, government and private foundation grant applications, solicitation of individual donations, and monthly e-news;
- maintain a strong “case for support” that inform existing and prospective donors what the LPBLT hopes to accomplish with their philanthropic gifts;
- Develop and execute a major gifts program;
- Execute the new legacy gifts program;
- create and deliver fundraising events for LPBLT, including developing and stewarding a volunteer fundraising event committee;
- stewardship of individual donors, business donors and sponsors, and event attendees;

- assist with the management of the donor database ensuring it is organized and fully up-to-date, and maintain a record of the policies, protocols and procedures covering the use of the database;
- provide reports on the progress and results of fundraising and donor engagement strategies and programs, including analysis of processes, results and recommendations for ongoing improvements as determined in discussions with the Executive Director;
- Co-manage the annual Volunteer and Donor Appreciation Event with the Community Relations and Marketing Manager; and
- other related duties as agreed between the candidate and the Executive Director.

Qualifications

- Minimum of 5 years of experience in fundraising and event management with demonstrated success;
- demonstrated fundraising experience. CFRE designation or willingness to achieve CFRE designation is an asset;
- strong grant writing skills;
- experience with Customer Relationship Management (CRM) software;
- superior English-language verbal and written communication skills, including public speaking;
- excellent organizational and time management skills; effective at managing multiple priorities and deliverables with competing deadlines;
- strong attention to detail;
- ability to initiate and coordinate numerous activities with minimal supervision and an adept problem solver;
- valid Ontario driver's license with access to a vehicle;
- experience developing online content for platforms such as, but not limited to, Facebook, Twitter, YouTube, and Instagram;
- an interest and passion about the natural world and knowledge of environmental conservation practices is recommended.