



Job Description

Position Description: Development Manager

Primary Operating Location: International Headquarters Office, Burnaby, Canada

Reporting Lines:

Direct Supervisor: Development & Communications Director

Job Purpose:

Reporting to the Development Director and working alongside the fundraising team in the Development and Communications Department, the Development Manager leads, supports and develops philanthropic giving across Canada with a specific focus on Western Canada and Ontario.

The Development Manager will develop a plan for donor development within Canada with an intentional focus on British Columbia, Western Canada and Ontario to support the annual Fundraising Strategy. This position will work directly with individual and institutional donors and churches to develop, maintain and expand existing relationships, along with acquiring new donors. As Ratanak International's representative in British Columbia, the Development Manager will connect regularly with existing or prospective donors, as well as church communities to effectively communicate the mission and ongoing work in Cambodia and support other initiatives and events in the region as needed.

Primary Objectives:

1. In coordination with the overall Fundraising Strategy, an annual Donor Development plan is developed, implemented and evaluated.
2. Establishes, maintains and expands funding relationships with a portfolio of individual and institutions through the implementation of an effective donor relations strategy for Canada with an intentional focus on British Columbia, Western Canada and Ontario.
3. Establishes, maintains and expands funding relationships with church communities and church donors, through the implementation of an effective church relations strategy for Canada with an intentional focus on British Columbia, Western Canada and Ontario.

4. Effectively supports Ratanak International events in British Columbia.

Primary Duties and Responsibilities:

Fundraising and Communications Strategy - In coordination with the overall Fundraising Strategy, an annual Donor Development plan is developed, implemented and evaluated (Primary Objective #1):

In Coordination with the International Headquarters Fundraising Strategy:

- Develops, implements and evaluates Ratanak International's Donor Development plan.
- Updates and revises the plan throughout the year as needed, in consultation with the Development and Communications Director.
- Sets and tracks realistic annual goals and tracks progress throughout the year.
- Participates in regular fundraising planning and review meetings.
- Analyzes donor data and giving history and seeks to identify trends that can inform future strategy decisions.

Donor Management - Establishes, maintains and expands funding relationships with a portfolio of individual and institutions through the implementation of an effective donor relations strategy for Canada with an intentional focus on British Columbia, Western Canada and Ontario (Primary Object #2)

- Identifies, develops and stewards a portfolio of donors to deepen and broaden philanthropic commitments.
- Organizes one-on-one meetings and maintains regular communication with existing and prospective individual and institutional donors to provide updates, create deeper connections with Ratanak's work in Cambodia and further develop their relationship with Ratanak International
- Creates tailored proposals and reports for donors.
- Supports Ratanak International's donor appreciation efforts.

Supporting Organizations Relations - Establishes, maintains and expands funding relationships with church communities and church donors, through the implementation of an effective church relations strategy for Canada with an intentional focus on British Columbia, Western Canada and Ontario.

(Primary Objective #3):

- Implements the church relations strategy with a focus on maintaining and expanding engagement with church communities in British Columbia.
- Organizes one-on-one meetings and maintains regular communication with existing and prospective church donors to provide updates, create deeper connections with Ratanak's work in Cambodia and further develop their relationship with Ratanak International.

- Seeks out opportunities for engagement with churches, schools and businesses throughout Canada and represents Ratanak International at various public speaking engagements and events as required.

Events - Effectively supports Ratanak International events in British Columbia.

(Primary Objective #4):

- Provides logistical support for the Development and Communications Director when planning and hosting events.
- Seeks out new and existing donors to participate in Ratanak Events.
- Manages and grows relationships with volunteers, ensuring they have opportunity to engage in special events.

Qualifications:

Required Education:

- University degree, vocational diploma or certificate ideally in business, communications, marketing, fundraising or related discipline.

Required Experience:

- A minimum of five (5) years of fundraising, donor development or marketing experience. Demonstrated excellence in the conceptualization and realization of successful fundraising strategies and plans, resulting in quantifiable fundraising growth.
- Strong knowledge of fundraising principles, ethics, best practices, and techniques.
- Strong knowledge of Canadian charitable rules and regulations, particularly pertaining to the appropriate use of tax-deductible receipts.
- Experience in grant research, grant writing and grant reporting is an asset.
- Experience in analyzing donor data and identifying trends is an asset.
- Demonstrated excellence in oral and written communication skills, conveying professionalism, accuracy of information and diplomacy both in communicating with individuals and in public speaking opportunities.
- Demonstrated excellence in interpersonal skills, meeting new people and confidence in building long-term donor relationships.
- Strong attention to detail, time management and organizational skills are required.
- Demonstrated excellence in project management with a proven ability to plan, prioritize and achieve set goals and deadlines.
- Cross cultural and travel experience is an asset.
- Ability to travel within BC, across Canada and to Cambodia as needed is required.
- Must be flexible and open to meet with donors, churches, corporations and foundations outside of normal working hours as required.
- Demonstrated ability to adapt quickly and effectively to changing situations and conditions and to work under pressure and to tight timelines.
- Ability to work collaboratively with team members as well as independently.

- Ability to work effectively in a faith-based organization and environment.
- Not-for-profit experience is an asset.
- Demonstrated ability for public speaking is an asset.

Computer Competencies:

- Strong computer literacy including demonstrated advanced level skills with Mac or Windows and Microsoft Office programs (Outlook, Word, Excel, PowerPoint) alongside intermediate experience with donor database software (Little Green Light, Salesforce, Raisers Edge etc.) and online fundraising programs.