



Philanthropy Manager

Reports to: Chief Executive Officer

Department: Fund Development

Location: Based in Edmonton or Calgary with travel required

Date Created/Updated: 2024-09

Job Summary:

Reporting to the Chief Executive Officer, the Philanthropy Manager is an exceptional fundraiser with a focus on building a culture of philanthropy. The Philanthropy Manager has experience in the development and execution of strategic fundraising initiatives that includes major gifts, oversight of annual giving programs, grants, events, and sponsorships. Success in this role will help Spinal Cord Injury Alberta realize continued success by establishing philanthropic practices and procedures, identifying new donors and sponsors, stewarding existing donors and sponsors, and executing a variety of fundraising activities. The Philanthropy Manager will be proactive in creating a respectful and positive workplace where all our stakeholders are excited, connected, and invested in the organization's work.

This position is permanent part-time with a potential for increase in FTE.

Key Responsibilities & Expectations:

Includes but may not be limited to:

Leadership and Management:

- As a direct report to the CEO develop and implement long-range and annual fundraising plans that support the strategic direction of SCI-AB.
- Represent Spinal Cord Injury Alberta at networking and community events (internal and external)
- Provide direction and mentorship to Fund Development Associate
- Participate with all staff to inform, collaborate, and integrate fundraising initiatives that benefit SCI-AB programs and services.
- Review and make recommendations for changes to and development of policies as required.

Fundraising and Portfolio Development:

- Funding Acquisition developed through networking and researching opportunities for individual, corporate, foundation, and community prospects.
- Fundraising appeals implemented to include direct mail and other media strategies, quarterly newsletters and others as identified
- Collect and effectively utilize impact stories.
- Oversees and implements gift acceptance according to organizational policies.
- In collaboration with the CEO and CFO, research potential grant opportunities, prepare letters of intent and applications and participate in final reporting as appropriate.
- Provide leadership for event and sponsorship planning, management, and execution when required.
- Identify and foster potential fund development opportunities such as third-party events and more.

Relationship Management:



- Foster, build and maintain relationships with donors and sponsors through various points of stewardship for past, current and prospective donors and other supporters.
- Execute all parts of the donor experience promptly and with a high level of excellence and professionalism.
- Work collaboratively with team members to help identify and build relationships with potential partners, donors, and other supporters.
- Develop and implement strategies for legacy and major gift plans to attract a new generation of philanthropists to Spinal Cord Injury Alberta.
- Develop and provide oversight for the monthly donor program
- Provide oversight to the coordination and management of volunteer relationships for casinos, bingos, and other events.

Administrative and Other Responsibilities:

- Coordinate data base use and management for donor records and acknowledgements.
- Create reports to inform fundraising efforts and set goals.
- Maintain a master calendar for development work and manage adherence to its tasks and timelines.
- Prepare fund development communications, including monthly reports to the CEO and quarterly reports to the Board.
- Ensures 100% of donors are thanked and acknowledged from all platforms including providing oversight to the timely dispatch of acknowledgement letters for sponsorships, financial and in-kind donations.
- Provide oversight to the development of media collateral for all aspects of fund development (social media, newsletters, etc.).
- Other responsibilities as identified.

Qualifications & Skills:

- Conducts all day-to-day activities in accordance with SCI-AB's vision and values.
- Reviews and adheres to SCI-AB's human resource policies and procedures.
- Adheres to high standards of ethical practice and confidentiality.
- Participates as a professional, positive, and supporting team member.
- Knowledge and understanding of the impact of spinal cord injury on individuals, their support network, and the community.
- Excellent interpersonal skills with a proven history of collaboration and effective relationship building.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Self-motivated with the ability to multi-task, problem-solve, and prioritize responsibilities in a timely and efficient manner.
- Ability to lead with positivity while managing multiple deadlines and demands.
- Strong networking and social skills with express comfort in communicating by phone, in person, and electronically.
- Outstanding client-centred focus and stewardship capabilities.
- Exceptional written and oral communications skills.



Education & Experience:

- Post-secondary degree or diploma in Business Administration, fundraising, marketing, public relations or equivalent.
- 4+ years experience as a successful fundraiser.
- Certified Fund-Raising Executive (CFRE) designation an asset.
- Grant writing experience an asset.
- Knowledge of CRA guidelines for charities is an asset.
- Proficient in Microsoft Office Suite.
- Experience with fund development software and using it to its full advantage.

Physical Requirements:

- Able to work in a typical office setting at a desk with computer equipment.
- Can lift up to 20lbs when at special events.
- Has a remote office set up at home (not required if choosing to work in the office only).
- Has access to a vehicle and current driver's license an asset.