

## Job Description

**Job Title:** Manager, Fund Development  
**Reports To:** CEO  
**Location:** Anywhere in Canada (Remote Position)  
**Type of position:** Full time, 37.5 hours/week  
**Submission Deadline:** December 9, 2024

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### About the Canadian Lung Association (CLA)

The Canadian Lung Association is the leading organization in Canada working to promote lung health and prevent and manage lung disease. We do this by funding vital research, pushing for improved treatments, smarter policies, and supporting people living in Canada with managing their health through access to information and vital resources.

As a health charity, we depend on donations from the public to support our mission. Learn more about CLA at [www.lung.ca](http://www.lung.ca).

### Summary

This is an exciting and rewarding opportunity for a passionate individual to positively advance our mission to improve lung health and save lives.

### Description

The Manager of Fund Development builds relationships with individuals, health organizations and industry partners to raise awareness, funds, and grow CLA's initiatives. This role leads the implementation of CLA's fundraising strategy and tailors giving opportunities as deemed appropriate. They inform, advise, and shape the future fundraising activities for CLA, in year-to-year planning.

Reporting to the Chief Executive Officer, the Manager of Fund Development, is an integral part of the team with a particular focus on growth. This role will leverage CLA's existing fundraising strategies and creatively expand through growing partnerships with industries and innovative, new approaches to fundraising. This approach will balance a combination of strategies from donor acquisition and management, fund acquisition, to leading exciting and new campaigns for supporting our mission. This individual will work closely with various members of the CLA team across fundraising, finance, communications, and project leadership.

## Key Responsibilities

- **Fundraising Strategy:**
  - Develop and implement new and innovative comprehensive fundraising strategies, including annual fundraising campaigns/initiatives, major gifts, planned giving, and corporate partnerships,
  - Stay current with market research and identify potential donors and other funding sources.
  - Set ambitious fundraising goals and track progress towards achieving them.
- **Donor and Corporate Partnerships:**
  - Cultivate and maintain strong relationships with donors, foundations, and corporate partners.
  - Plan and execute donor cultivation and stewardship activities, such as donor recognition events, and personalized communications.
  - Respond to donor and partnerships inquiries and requests in a timely and professional manner.
  - Manage existing and build new partnerships across a variety of industries.
  - Develop proposals and oversee the implementation of industry partner funding opportunities.
- **Grant/Foundation Writing:**
  - Oversee the grant writing process, including researching grant opportunities, developing compelling proposals, and submitting timely applications.
  - Monitor grant deadlines and reporting requirements.
  - Manage grant budgets and ensure compliance with grant terms and conditions.
- **Innovative campaigns/new approaches:**
  - Explore and implement innovative fundraising strategies.
  - Stay up-to-date on industry trends and emerging technologies to identify new opportunities for fundraising.
  - Collaborate with other departments to develop cross-functional fundraising initiatives.
- **Financial Management and Reporting:**
  - Manage the fundraising budget.
  - Prepare regular reports on fundraising progress and financial performance.
  - Ensure compliance with all financial regulations and accounting standards.
- **Marketing and Communications:**
  - Develop and implement effective marketing and communications strategies to promote the organization's fundraising efforts.
  - Lead the development of compelling marketing content and materials, such as brochures, newsletters, and support the Social Media Manager in relevant social content.

## Qualifications

- Bachelor's degree or equivalent experience in fundraising, or a related field.
- Proven track record of success in charitable or not-for profit fundraising.
- Strong interpersonal and communication skills, both verbal and written.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Familiarity with fundraising best practices and ethical standards.
- Knowledge of donor prospecting techniques and cultivation strategies.
- Proficiency in using Blackbaud RE.
- Proficiency in using e-marketing software such as MailChimp.

## Required Knowledge, Skills and Abilities

1. General financial literacy and demonstrated knowledge of Canada Revenue Agency policies, regulations, and procedures for registered charities.
2. Excellent verbal and written communication skills with the ability to develop, prepare, and deliver persuasive presentations to a variety of individuals and groups of varying sizes.
3. Fluency in English is required, while the ability to communicate in French, both written and verbally is considered a highly valued asset.
4. An understanding of the national philanthropic community across Canada is an asset.
5. Independent self-starter capable of managing and prioritizing multiple, time-sensitive projects and priorities with minimal supervision. Exceptional active listening skills and excellent attention to detail.
6. Experience in coordinating and providing guidance to volunteers (including CLA Board Directors).
7. Intermediate knowledge in Microsoft Office applications, experience using CRM fundraising software (Raiser's Edge) is important and knowledge of effective social media platforms is an asset.
8. Additional evening/weekend hours may be required for events/project deadlines.
9. Must have a valid provincial Driver's License.

## Compensation

Salary for this role is anticipated to be within the range of \$70,000-\$80,000, commensurate with skills and experience in relation to the role requirements. Additionally, CLA offers a competitive package including dental, health benefits, and a retirement savings plan.

Interested parties should submit a cover letter and resume highlighting their related experience and suitability to Nicole Lamoureux, Executive Assistant, [nlamoureux@lung.ca](mailto:nlamoureux@lung.ca), no later than Monday, December 9, 2024.