

**Fund Development Manager, Western Canada
 Full-time, 1-year Contract Position**

Starlight Children's Foundation™ Canada is part of Starlight's global network, serving seriously ill children and their families through partnerships with more than 160 healthcare facilities. Over the past 25 years, Starlight has become a leading global charity that partners with experts to improve the life and health of kids and families around the world. Collaborating with innovators in pediatric healthcare, entertainment and technology, Starlight provides a unique blend of family-centered programs and services from hospital to home.

Job Title	Fund Development Manager, Western Canada
Reports To	Senior Vice President, Development
Location	Calgary, AB

Job Purpose

Reporting to the Senior Vice President of Development, this position is responsible for providing support to increase fundraising revenue (minimum of \$250,000 of new business in Year One) and strengthen new and existing donor relationships. This is an exciting opportunity for significant career development for a motivated, results-oriented, self-starter that is interested in driving change and thinking outside the box. As the ideal candidate, he/she will bring a proven track record of fundraising experience, a passion for Starlight's mission and commitment to being a strong contributor to our team.

Major Duties/Responsibilities

- Create and execute a strategy to acquire new corporate partners and sponsors
- Research and prepare grant proposals and submissions to corporations, foundations and private granting agencies
- Develop warm and cold leads and document progress in our Moves Management System
- Provide monthly reports which measure progress towards achieving the plan
- In partnership with the SVP, Development build and grow meaningful and effective relationships with corporate partners and sponsors by providing outstanding customer service
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and identify items that would benefit Starlight
- Represent Starlight at community based fundraising events/cheque presentations as required
- Manage all deadlines, including application dates and stewardship reports
- Undertake special projects and other related duties consistent with department objectives as assigned by the SVP, Development

Requirements/Qualifications

- Minimum 3-5 years of Fund Development experience
- Proven track record of prospecting and obtaining Major Gifts, Cause Related Marketing Partnerships and Point-Of-Sale Campaigns
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude
- Must be extremely well organized, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines
- Must be a self-starter with an entrepreneurial attitude
- High level of ownership, accountability and initiative
- Proficient computer skills and the ability to work with Microsoft Office software including Word and Excel
- Raiser's Edge or other database experience is an asset
- Confident public speaking and able to express ideas verbally and in writing
- Valid driver's license and access to a vehicle
- Successful completion of criminal and voluntary sector background check

More information

This role may require brief contact with children and families and requires a Police Reference Check.

This is not an entry-level position, so while we welcome new graduates in other job opportunities and for internships or co-op placements, this position is not suitable for recent grads. **No agency calls please.**

Applicants

Interested applicants are invited to submit a cover letter and resume via email to Trevor Dicaire, referencing Fund Development Manager, Western Canada by September 28, 2018.

Email: trevor.dicaire@starlightcanada.org

Starlight will accommodate the needs of people with disabilities in our hiring process.

We thank all candidates that apply but only qualified candidates will be contacted for an interview.