BC CLA BRITISH COLUMBIA CIVIL LIBERTIES ASSOCIATION

Development Manager Job Description (July 2013)

The BC Civil Liberties Association is one of Canada's leading social and democratic justice NGOs. With a mandate that includes work on police accountability, government transparency, drug policy reform, human rights and anti-discrimination, we are one of the most vibrant and visible advocacy groups in the country. The BCCLA is a small team with a big reach, and we want you to be a part of our work.

The role of Development Manager at the BCCLA requires a talented person who is ready to play an important leadership role to actively support the growth and development of our rapidly expanding organization. Coordinating, supporting and managing a broad array of development and outreach strategies in line with our organizational objectives and budget targets, you will work closely with our senior management team and report to the Executive Director. The Development Manager works both independently and cooperatively in a team spirit, while maintaining the flexibility to adapt to the changing circumstances and priorities of a small, dynamic organization.

They will be responsible for the following:

Fund Development

- Collaboratively planning, developing, implementing and evaluating of all our fundraising programs;
- Maintain existing sources of funding while researching and developing new opportunities from foundations, corporations, governments, community partners and individuals;
- Creating and managing all funding proposals, budgets and reports to funders;
- Managing and developing direct mail, phone telemarketing, online/email and face to face fundraising programs, increasing individual donations to annual targets;

Finance and Data Management

- Managing all tracking of donor data, input and analyze data and identify trends and opportunities;
- Oversee and manage the contact database and implement the data management plan while supporting staff and volunteers on database usage;
- Monitoring and reporting on fundraising progress on a monthly and annual basis;

Donor Relations

- Coordinating stewardship of donors, members, prospects, corporations, foundations, unions, and law firms;
- With the Executive Director, cultivating personal relationships with major donors, current and prospective;
- With the Outreach Coordinator, planning and executing special events related to fundraising initiatives;
- Collaborating with other staff to develop messaging and strategy;
- Identifying and implementing engagement strategies to maximize our members' involvement with their organization.

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Skills required:

- At least three years of senior, generalist experience in non-profit fundraising a similar setting including grant writing and reporting, relationship building with major donors;
- Ability to write and edit fundraising materials and grant proposals and developing program budgets;
- Exceptional interpersonal skills to steward major donors and pitch legacy gifts;
- Strong understanding of communications practices and messaging, ability to effectively use direct marketing, e-campaign tools and social media for maximum impact;
- Event planning, sponsorship and logistical talents;
- Ability to manage and understand donor data and financial tracking;
- Expertise in the administration and management of database programs such as or comparable to @Ease or Salesforce.com;
- Must be extremely well organized, able to prioritize tasks and meet deadlines, and work independently and as part of a team;
- University degree or equivalent combination of education and experience;
- Excellent attention to detail, time-management and communication skills;
- Strong computer skills with experience in Microsoft Office applications;
- Diplomacy, integrity and commitment;
- Understanding of and a passion for civil liberties and human rights issues are strong assets;
- Experience in public relations, journalism, or communications an asset;
- Membership in AFP an advantage.

The BCCLA offers a welcoming and respectful work environment, extended health and dental benefits, four weeks annual vacation, and flexible hours on agreement with the Executive Director.

BCCLA is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, political belief, age, gender, sexual orientation or class. Racially marginalized persons and indigenous people strongly encouraged to apply.

Application details: Applications are due by 9:00am on Monday, July 22, 2013, but we're hiring immediately, so we'll start calling candidates as soon as we get resumes – don't wait until the last minute, because we won't!

Please submit a resume, cover letter including a summary of your qualifications, why you would like to work with the BCCLA and what your contributions to our team would be to development@bccla.org and indicate "Development Manager" in the subject line.

Start date is as early as possible and not later than August 15. Please include your earliest start date as well as salary expectations in your cover letter. We thank all applicants for their interest, but please note that we are able to respond only to candidates who are being considered for an interview. No phone calls please. www.bccla.org