

DEVELOPMENT MANAGER

2 Year Term, Full-time, Hybrid OR Remote

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

Coastal First Nations – Great Bear Initiative (CFN-GBI) is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. To learn more about us, visit: www.coastalfirstnations.ca.

CFN-GBI is currently establishing a charitable foundation to support charitable activities consistent with GBI goals and seeking a Development Manager to support establishing the Foundation, begin operations and raise funds. This position will be instrumental in growing the Foundation over time. You will be supported by CFN-GBI team as well as external consultants.

Who we are looking for

We are seeking a Development Manager to lead the creation and management of a separate charitable foundation that will partner with CFN-GBI on shared goals and priorities and focus on fund development. This is an exciting opportunity to be part of a new charitable foundation and as part of a larger partnership. You will have the opportunity to grow both the organization and your responsibility over time.

The Development Manager will be well versed in compliance with charity regulations and build relationships with donors to support our goals and objectives of the Foundation. The Development Manager plays a critical role in establishing the Foundation, liaising with the Foundation board members, Coastal First Nation members, and CFN-GBI team.

The Development Manager will lead efforts to secure financial resources for Foundation priorities, including conservation, education and community development and relief of poverty initiatives. The successful applicant will possess expert communication skills and a keen sense of initiative to spot fundraising opportunities, develop and steward relationships with potential donors, and manage fundraising campaigns to fund priorities.

About the position

Position: Development Manager
Reports to: Director of Operations
Location: Hybrid, Vancouver Office OR Remote
Salary: \$65,000 - \$85,000 plus a generous health benefit, retirement, and vacation package
Start Date: ASAP

Responsibilities will include:

The Development Manager position is responsible for the following seven (7) key functions.

1. Fundraising Strategy and Financial Management

- Lead the development and implementation of a charitable foundation including defining the terms of reference, board engagement, and collaborating with the Senior Management team.
- Define policies and procedures for development practices.
- Create and implement effective fundraising strategies aligned with the organization's mission and goals including conducting research, analyzing trends, and identifying potential donors and funding sources.
- Create a fund development plan which increases revenues to support the strategic priorities of the organization.
- Lead planning and coordination of creative, strategic, and meaningful appeals, campaigns, and activities to engage new and existing donors both online and in-person.
- Responsible for the development budget, track income and expenses related to department campaigns and activities, providing regular reports to senior management and the board of directors.
- Manage all deadlines, workflows, and project plans for fundraising activities.
- Oversee Foundation growth with the addition of team members over time.

2. Grant Research and Writing

- Conduct research to identify potential grant opportunities and support the writing of grant proposals to various foundations, corporations, and government agencies.
- Develop compelling proposals, reports and budgets for foundations, and corporate fundraising, including sponsorships that articulate the organization's accomplishments and aspirations.

3. Coordinating and Reporting

- Research, implement and maintain accurate and up-to-date donor and fundraising data in a Customer Relations Management database that respects the privacy and confidentiality of donor information.
- Prepare reports (monthly, quarterly, annual), tracking progress against goals, and analyzing performance.
- Monitor and report the progress of the annual fundraising plan.
- Research, evaluate, and recommend new fundraising opportunities and tactics in alignment with the organization's values, strategic priorities, and program work.
- Establish relationships with other internal parties to exchange information, reports etc. as needed.

4. Community Engagement and Cultivate Donor Relationships

- Work closely with Indigenous communities and stakeholders to promote awareness of CFN-GBI's initiatives and encourage support for fundraising efforts.
- Build and maintain positive relationships with individual donors, corporate sponsors, foundations, and other potential funding partners. Actively seek to deepen current donor relationships and forge new ones.
- Steward and leverage relationships with funders that result in meeting or exceeding target fundraising goals.

- Steward activities such as acknowledgment letters, donor recognition programs, and regular communication to keep donors informed about the organization’s activities and impact.
- Support the management team, and Board members in relationship development with key individual funders, corporate funders, and major donors, including researching prospects; developing presentations and information packages; scheduling and participating in meetings and site visits.
- Collaborate with the Communications department and Senior Management to:
 - use impactful storytelling and communications methods to convey the power of collaborative action to external partners.
 - prepare or oversee the development of high-quality donor communications materials that demonstrate deep knowledge of the CFN-GBI programs, (e.g. solicitation materials, thank you letters, annual reports).
 - develop web, newsletter, and social media content to promote fundraising activities and acknowledge donors and funders.

5. Fundraising and Events

- Implement fundraising strategy, including coordinating and actively participating in major gift solicitations.
- Oversee planning, execution, and evaluation of special fundraising events.
- Organize fundraising events, campaigns, and initiatives, including logistics coordination and promotional activities.
- Establish volunteer management practices as well as engaging and coordinating volunteers for development projects.

6. Administration

- Implementation and maintenance of donor management and fundraising software updating donor databases and fundraising records, ensuring accurate and up-to-date information in collaboration with finance team.
- General administration including scheduling meetings, managing calendars, and coordinating fundraising materials.
- Stay informed about fundraising best practices, trends, and industry updates. Participate in professional development opportunities to enhance fundraising skills.

7. Meeting and Team Participation

- Participating in scheduled meetings, celebrating successes and troubleshoot challenges.
- Chairing meetings as needed, and staff meetings on a rotational basis.
- Following-up on action items, completing tasks and documenting results.
- Develop and maintain individual workplan to record progress towards goals and milestones, updates and areas requiring support.
- Other duties as assigned.

Preferred Knowledge and Skills

To thrive in this role, you should possess:

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative’s mission and vision.

- Excellent interpersonal skills and the ability to build relationships with donors and community members.
- Demonstrated fundraising experience and knowledge of larger fund development programs, processes, and requirements.
- Interest in personal growth and building a team as the Foundation grows and evolves.
- Passionate about supporting team members as you build a culture of philanthropy and support leaders and Indigenous members to play key fundraising roles and build relationships.
- Knowledge of legislation affecting Canadian charities and not-for-profit organizations.
- Knowledge of the Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code.
- CFRE, ACFRE credential is an asset.
- Strong written and verbal communication skills, with the ability to effectively convey the organization's mission and goals.
- Highly organized and adept at managing projects from concept to implementation.
- Proficiency in donor management and fundraising software and databases.
- Proficiency in Microsoft 365 including Word, Excel, Outlook, and PowerPoint, and various video conferencing platforms.
- Ability to maintain a healthy working relationship with staff, CFN members and representatives of other organizations.
- Must have valid driver license (BC Class 5) and satisfactory driving record.

Qualifications: Education and Experience

- Post-secondary degree/ bachelor's degree or equivalent experience in a relevant field (e.g., Non-profit Management, Communications, Environmental Studies).
- 3+ years of progressive experience in fundraising or relevant experience in a not-for-profit Development/Fundraising role with a demonstrated track record of meeting goals/fundraising management.
- Experience working in a cross-cultural environment, and with First Nations organizations and communities.

How to apply

Interested candidates are invited to submit the following to hr@coastalfirstnations.ca at no later than May 3, 2024 at 5:00 pm PST.

1. A letter of interest outlining how your previous experience and education would support this position. If you have an interest or expertise in the technical side of climate action work or planning an engagement, please note this in your cover letter.
2. An up-to-date CV.

The successful candidate will be asked to provide references, and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity, we welcome and are open to discussing flexible

arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, don't hesitate to get in touch with Hina Razaqat (hrafaqat@coastalfirstnations.ca).

CFN-GBI hires based on skills, ability, and qualifications; however, in support of our strategy to achieve our employment goals for Indigenous Peoples, qualified Indigenous applicants will be given priority.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.