

Legacy Hall Project – Fund Developer Job Description

Job Title: Fund Developer	Issue Date: September 2017
Department: Fund Development and Marketing	Reports to: Legacy Hall Committee (LHC)
Summary	
<p>This is a part time contract position of 12.5 hours per week that may lead to management level position in the future.</p> <p>The successful candidate would be responsible to develop, manage, and implement a diversified fund development program at the corporate, personal and community levels. The Fund Development Manager creates and oversees the implementation of a strategic approach to fundraising; which may include major gifts, corporate donations, grant solicitation, and in-kind resources.</p>	
Primary Duties and Responsibilities	
<p><i>Coordination and support of strategic planning initiatives, including:</i></p> <ul style="list-style-type: none"> • Supporting the Legacy Hall Committee (LHC) as custodian of the Strategic Plan • Coordinating and facilitating strategic brainstorming and problem-solving sessions • Preparing presentations and metrics for strategic initiatives • Driving operational initiatives in support of strategic goals 	
<p><i>Administration</i></p> <ul style="list-style-type: none"> • Work with Legacy Hall Committee (LHC) in the planning and implementation of the board reports and meetings • Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information • Coordinate in-kind donations and make decisions regarding the issuing of receipts according to CRA regulations 	
<p><i>Financial</i></p> <ul style="list-style-type: none"> • Assisting with the development of the annual budget by providing program related budgets • Working within approved budgets • Identifying potential funding sources and assisting with the preparation of grant applications and proposals 	
<p><i>Program</i></p> <ul style="list-style-type: none"> • Collaborate with the Legacy Hall Committee (LHC) to create a fund development plan which increases revenues to support the strategic direction of the organization • Implement the fund development plans in accordance with ethical fundraising principle • Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved • Monitor trends in the community or region and adapt fundraising strategies as necessary • Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner • Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization • Coordinate the design, printing and distribution of marketing and communication materials for development efforts • In coordination with other departments prepare internal communications materials as well as all branding materials • Ensure the proper use of all organizational brands • Oversee external communications • Coordinate the writing of media releases, op-eds and presentations as needed 	
<p><i>Community</i></p> <ul style="list-style-type: none"> • Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization • Build relationships with community stakeholders to advance the mission and fundraising goals of the organization • Identify and develop corporate, community and individual prospects for the organization's fundraising priorities 	
<p><i>Volunteers</i></p> <ul style="list-style-type: none"> • Assisting the <i>Legacy Hall Committee (LHC)</i> with providing leadership including information sharing, training and education of volunteers • Identifying opportunities for volunteer involvement 	

- Foster an understanding of philanthropy within the organization

Leadership Team

- Contribute to the development and implementation of organizational strategies, policies and practices
- *Collectively provide support, recommendations to the Legacy Hall Committee (LHC)*
- Ensure a high level of communication between yourself and the members of committee/ volunteers
- Provide support, advice, recommendations to other the members of committee/ volunteers

Additional Responsibilities

- Perform other duties as required by Legacy Hall Committee (LHC)

Qualification

Education

What is the minimum level of formal education necessary for an individual to successfully perform this job?

College: x University: Trade:

Program: Marketing and Fundraising Program: Specify:

Completed High School: X Some High School:

Please list any professional certification/designation required for the position:

- Certified Fund Raising Executive (CFRE) is an asset

Experience

Year's related experience required. 5+ years

Training

Is specialized training necessary to perform this job?

If yes, please specify:

- Database Training

What kind of on-going training/development is needed to keep current in this position?

- Staying current of new fundraising trends through continued research, attending conferences and seminars

Skills and Competencies

Technical:

- Operate a computer with specific software applications
- Excellent oral and written communication skills
- Ability to handle financial transactions;
- Program and organizational budget development and ongoing monitoring
- Knowledge of community resources
- Strong research skills
- Excellent time management skills

Competency

- **Inclusiveness:** Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success.
- **Stewardship:** Demonstrates integrity, accountability and efficient stewardship of resources both human and financial
- **Problem solving / Decision Making:** Problem solving - Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions; responds quickly to new challenges. Decision-making - Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions.

- Strategic planning and organizing: Understands big picture and aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, seeks alternatives and broad input; can see connections within complex issues.
- Communication: Connects with peers, subordinates, potential funders and the broader community, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills.
- Quality improvement: Strives for efficient, effective, high quality performance in self and the unit; delivers timely and accurate results; resilient when responding to situations that are not going well; takes initiative to make improvements.
- Leadership: Accepts responsibility for own work; develops trust and credibility; demonstrates honest and ethical behavior.
- Teamwork: Cooperates and collaborates with committee members as appropriate; works in partnership with others.
- Service focus: Values the importance of delivering high quality, innovative service to internal and external clients; understands the needs of the client; customer service focus.

Other Qualifications

- Valid Driver's Licence required for travel.

Working Conditions

Scheduled work week: 12.5 hours a week

Variations to regular work week: Attendance at evening and/or weekend events or board meetings

Number of hours per week: Regular: 12.5 hours

List any aspects of your work environment that pose risks:

- Stress due to fast paced nature of the environment and tight deadlines.

Physical Demands

List any physical demands associated with the position:

- Possible extended hours sitting.

List any equipment routinely used on the job:

- Computer; telephone; photocopier/fax machine; laminating machine; camera.
- Home Office required

Supervision

- Will provide regular reports to Legacy Hall Committee (LHC) and at board meetings
- Will document all activity and copies of completed grants and activities upon request

Send Resume by email only to: info@legacyhallproject.org

Deadline September 27, 2017