



## **Job Posting: Fund Development Manager**

**Job Title:** Fund Development Manager (Full-Time)

**Reports To:** Executive Director

**Location:** ISNA Canada Head Office, 2200 S. Sheridan Way, Mississauga, ON L5J 2M4

**ISNA Canada** is a Mississauga based national Muslim organization committed to providing Muslims with opportunities to develop and put their faith into action. It envisions vibrant Muslim communities as catalysts for positive change in Canada.

### **Summary**

The Fund Development Manager creates and oversees the implementation of a strategic approach to fundraising and income generation which may include regular donations, major gifts, corporate donations, grant solicitation, and in-kind resources.

### **Core Competencies**

- Leadership
- Team work
- Communication
- Planning and organizing
- Stakeholder engagement
- Creative and innovative thinking
- Event planning
- Relationship building
- Development and continual learning

### **Primary Duties and Responsibilities**

#### **Fundraising**

- Collaborate with Board of Directors and Executive Director to create a fund development plan to support the strategic plan of the organization
- Implement the fund development plans in accordance with ethical fundraising principles
- 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 fundraising processes are carried out in a timely manner
- Develop policies and procedures for the fund development team which reflect ethical fundraising practices
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Oversee the planning and execution of special fundraising events as specified in the fund development plan

- Identify and develop positive relationships with corporate, community and individual prospects for the organization's fundraising priorities
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- In consultation with the volunteer manager, recruit, interview, and select well-qualified fund development volunteers
- Develop and manage the fund development budget
- Prepare regular reports on the progress of the fund development plan
- Develop a comprehensive communication plan, in collaboration with the communications team, 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

### **Revenue Generation**

- Research and identify opportunities for revenue generation
- Develop and implement a plan for non-fundraising revenue opportunities

### **Halal Certification**

- Lead and manage the growth and delivery of the Halal Certification Services across the country
- Develop and manage the budget for the Halal Certification Services
- Ensure all rules and regulations are respected in the delivery of the Halal Certification Services
- Regularly evaluate the service outcomes and provide regular reports

### **Staff Management**

- Support the fund development staff by providing them with the tools and equipment needed to complete their duties
- Supervise and review the work of the fund development team
- Manage workload and performance through regular one-on-ones and discussions
- Plan and implement personal development program for team members in all relevant skills
- Undertake regular performance reviews

### **Qualifications/Competencies**

- A bachelor's, or preferably a masters, degree in business, marketing, communication or other relevant field
- A certificate in Fundraising Management is an asset
- Minimum three years in a fundraising role
- Minimum three years' experience in managing staff
- Knowledge of special events planning and management
- Knowledge of the management of volunteer resources
- Ability to manage through influence
- Strong analytical and computer skills
- Ability to work with cross-functional teams

### **To Apply**

Send your cover letter and resume to [ed@isnacanada.com](mailto:ed@isnacanada.com) by Sunday, January 13, 2019.