

## Autism Canada Employment Opportunity

**Job Title:** Fund Development Manager

**Job Type:** Permanent, Full-Time

**Job Location:** Remote

**Wage:** \$75,000 annually

**Anticipated Start Date:** ASAP

**Application Deadline:** October 20, 2021

### Position Description:

The Fund Development Manager will oversee and lead all aspects of the fundraising process from prospecting and initial approach to development of high-quality funding presentations. By leveraging your experience in individual giving, major gifts, grant writing, corporate partnership, and stewardship plans you will facilitate fundraising and philanthropy efforts with an overarching goal of raising \$800,000 plus in funding per year

### The Fund Development Manager duties will include, but are not limited to, the following:

Partnerships: 50%

- Develop and lead Autism Canada's strategic approach to corporate partnerships.
- Cultivate and secure a new set of corporate partners focused on cause-marketing, licensing, workplace giving, and employee engagement partnerships.
- Carry overall responsibility for all corporate partnerships, maximizing fundraising opportunities, building long term, mutually beneficial relationships.

Annual Fundraising and Event Sponsorship: 20%

- Identify and implement new and creative monthly funding campaigns including direct mail.
- Be the primary contact for 3rd party events over \$5,000 and provide effective stewarding.
- Write high quality external communication documents, including sponsorship, marketing materials as required to approach and secure event sponsorship.

Individual Giving: 15%

- Manage the current portfolio of donors to increase the number of active donors by 30%
- Develop and implement a new monthly donor program increasing the revenue and retention rate.
- Manage the mid-level giving program, identifying, cultivating and soliciting prospects who may be candidates for significant five figure gifts.

Grants: 10%

- In conjunction with the Strategic Alignment Manager research, develop and submit grant funding proposals to secure a minimum of \$100,000 annually.
- Manage the follow up and reporting of successful grants.

Leadership: 5%

- In conjunction with senior leadership develop the annual fund development strategy and budget.
- Work closely with all staff to ensure program success.

## Supporting the autism community in Canada for 45 years

[www.autismcanada.org](http://www.autismcanada.org)

info@autismcanada.org

Local: 647.362.5610

Toll Free: 1.800.983.1795

Autism Canada

140 Yonge Street, Suite 200

Toronto, Ontario M5C 1X6

Connect with Us

@autismcanada



Registered Charitable Number: 13160 7657 RR0001



This job offers a positive learning experience in a flexible environment for an important cause focused on individuals on the Autism Spectrum and their families.

**Eligibility:**

- Live in Canada, with a home-based office.
- Legally entitled to work in Canada.
- Comfortable and effective working independently in a remote environment.

**Experience, Education and Required Skills:**

- 5-7 years of experience in fundraising or sales.
- Post-secondary education or equivalent, ideally in a relevant field of fundraising or business.
- Comfortable soliciting and stewarding donors and sponsors.
- Understanding of current and emerging best practices in stewardship and donor engagement
- Extensive experience in database management (Donor Perfect)
- Excellent interpersonal skills with a strong sense of diplomacy and demonstrated ability to build strong, collaborative relationships.
- Superior project management skills and the ability to coordinate multiple priorities concurrently.
- Ability to work independently, rise to new challenges, find creative solutions, and prioritize competing demands with an unwavering commitment to detail.
- Proficient oral and written communication skills in English.
- French language skills considered a strong asset.
- Computer proficiency in using the MS Office suite.
- Available to occasionally work flexible hours (including some weekends and evenings)

**Supervision:** This position will be under the supervision of the Executive Director.

Autism Canada is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, disability, age, sexual orientation, gender identity, national origin. Autism Canada is committed to providing equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation please contact us directly at [apply@autismcanada.org](mailto:apply@autismcanada.org).

**To apply please send your resume and cover letter to [apply@autismcanada.org](mailto:apply@autismcanada.org).** Thank you to all candidates who apply for this position, but only those selected for an interview will be contacted.

**About Autism Canada:** Autism Canada has been the hub of knowledge and understanding about Autism Spectrum Disorder in Canada since 1976. In addition to encouraging the sharing of best practices across provincial boundaries, Autism Canada actively promotes national dialogue on the most effective strategies for building equitable access to funding and services. Autism Canada actively encourages the sharing of best practices and programs and advocates passionately for individuals with ASD living in Canada, their families, and caregivers. For more information on Autism Canada, please visit our website [www.autismcanada.org](http://www.autismcanada.org) or social media.

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