

Position Description

Position Title:	Manager, Fund Development
Position Reports to:	The Executive Director
Employment Type:	Permanent, Full-time
Location:	Downtown Toronto
Salary Range:	\$60,000–\$70,000 plus benefits
Posted on:	Monday, December 19, 2022
Closing Date:	Friday, January 20, 2023

About the Henri Nouwen Society

The Society is a registered charity based in Toronto with additional offices in St. Louis Missouri. Our core purpose is to share Henri Nouwen's spiritual vision so that people can be transformed through experiencing themselves as God's beloved. We achieve this purpose through publishing, promoting, and preserving Nouwen's rare and powerful voice.

Position Purpose

The Fund Development Manager will work collaboratively with the Executive Director and the Communications & Administration Coordinator to facilitate the development, execution and evaluation of all efforts to increase and maintain financial support for the Henri Nouwen Society. This position focuses on donor relationship management and securing funding for HNS operations, special projects, events, and outreach activities from Canadian and US charitable foundations. In addition, the role involves helping to coordinate and execute all aspects of various online and in-person events planned by the Henri Nouwen Society.

Duties and Responsibilities

Fund Development (75%)

- Collaborate with Executive Director and Fund Development Committee to craft the annual Fund Development Plan
- Execute and oversee Individual Giving Programs and Planned Giving strategies
- Research and identify prospective foundation supporters
- Develop grant proposals and LOIs and manage application and reporting processes
- Collaborate on HNS communications related to fund development
- Identify and monitor key donor and donation-based data

Event Management (15%)

- The Fund Development Manager in conjunction with the Executive Director and the Communications & Administration Coordinator will support all aspects of pre-planning, on-site, and post-planning activities for Henri Nouwen Society events, including:
 - Event planning: Program development, budget research and preparation, volunteer recruitment, speaker/presenter liaison, logistics

- Event promotion: Develop and execute promotion plans, direct design of promotional materials, write promotional content as needed, develop targeted distribution lists, manage registration process
- Event execution: Onsite logistics, troubleshoot day-of-event issues, volunteer coordination
- Event follow-up: Develop and deploy participant surveys, prepare wrap-up reports, summaries, evaluations, create final financial report, send thank you to participants, key vendors, and partners

Other Duties (10%)

- Provide vacation coverage for the Communications & Administration Coordinator, including eTapestry data entry updates, Constant Contact updates, fulfilling online book orders, monitoring and responding to admin email as needed, answering the phone, collecting the mail, processing donations and income.
- Assist the Executive Director and the Communications & Administration Coordinator with any tasks/duties that may arise in order to facilitate the smooth operations of the Henri Nouwen Society.

Qualifications

- Experience working in the nonprofit sector, including three to five years of fundraising experience.
- Working knowledge of the industry and experience organizing events and conferences.
- Some knowledge and/or interest in Nouwen and Christian spirituality.
- Excellent verbal and written communications skills with the ability to represent the Society in a friendly and professional manner.
- Highly organized with ability to meet multiple concurrent deadlines.
- Strong computer skills, including Microsoft Office Suite.
- Familiarity with eTapestry and/or other equivalent fundraising database.
- Must be self-motivated and adept at problem solving.
- Ability to work in a fast-paced environment, maintaining a high level of efficiency in all conditions.
- Professional disposition to work well as part of a team.
- Good judgment and independent decision-making skills, providing recommendations that will lead to successful outcomes.
- A proven ability to maintain the highest level of confidentiality.

Working Conditions

- Location: Toronto
- This is a full-time permanent position of 37.5 hours per week. Hybrid option available to be reviewed on an ongoing basis.
- Occasional overtime required. Must be able to work evenings and weekends as needed.

To Apply:

Please submit a resume and cover letter (as a single pdf file) to HR@henrinouwen.org by **Friday, January 20, 2023**