



Development Manager Job Posting

DEADLINE: February 22, 2019

ABOUT WISH

For more than thirty years WISH has provided a safe place of respite for women involved in street-based sex work. The women who access WISH services and programs are some of the most marginalized in Vancouver; experiencing extreme poverty, homelessness, social exclusion, violence, racism, discrimination and the relentless effects of current and past trauma.

The mission of WISH is to improve the health, safety and well-being of cis and trans women who are involved in Vancouver's street-based sex trade. Through a variety of responsive front-line and capacity-building programs and services, women can meet basic needs (hot meals, showers, clothing, nursing care, and personal items), receive individualized wrap-around support and services, referrals and resource information, and find a non-judgmental community to participate in programs that engage their spirits, hearts and minds.

The Drop-in Centre is a cis and trans women-only space.

POSITION SUMMARY

The **Development Manager** reports to the Executive Director and works closely with WISH staff and the Board. She is responsible for creating and implementing a successful development plan, with measurable targets, that details how the organization stewards existing and new donors and secures revenue such as grants, donations and in-kind donations, sponsorships, charitable events and marketing opportunities.

JOB DUTIES AND RESPONSIBILITIES

- Develop and implement a successful annual fundraising plan in consultation with the Executive Director and Board to set fundraising targets, with a focus on grant writing, identification of prospective donors, and donor stewardship.
- Ensure a steady flow of proposals, reports and stewardship information for current and prospective funders, on a demanding schedule.
- Research and write grant applications, reports and other correspondence for prospective and current donors, government, foundations and corporate funders.
- Identify, research and acquire prospective individual, and corporate donors and sponsors. Develop and implement campaigns to reach new prospects, targeted by sector. Work with the Executive Director, Board and others to develop and implement a variety of fundraising strategies to approach new prospective donors and deepen relationships with current donors.
- Liaise with Program Coordinators to ensure that funding agreements and reporting requirements are being met.
- Produce in-house fundraising appeal and campaigns to donors using various computer programs and applications, including MailChimp and Raiser's Edge (must be able to produce and analyse detailed reports, segment data, and perform mail merges), and social media.
- Produce WISH newsletters, annual reports, and up-to-date cases for appeal.

- Oversee Administrative team's management of contacts and gift information in Raiser's Edge.
- Adhere to the guiding principles and policies of WISH.
- Attend monthly all-staff meetings, program meetings and occasionally attend Women's Advisory Group meetings and volunteer orientations. Proactively spend time in the Drop-In and/or programs and events.
- Undertake fundraising-related duties as needed.

EMPLOYMENT REQUIREMENTS

- Minimum 3-5 years of direct fundraising and grant writing experience in a nonprofit environment.
- Strong experience and working knowledge of the BC funding landscape is a significant asset.
- Demonstrated, direct, successful experience securing 5-figure+ gifts.
- Self-directed, deadline-oriented, organized and motivated.
- Demonstrated proficiency in Raiser's Edge: Must be able to enter data, generate queries, import data and other functions related to producing in-house direct mail appeals.
- Ability to communicate persuasively and diplomatically on paper and in person, with a variety of audiences ranging from government funders to individual supporters, community groups, and WISH participants.
- Excellent interpersonal skills including presentation and facilitation skills
- Demonstrated proficiency in Microsoft Office and various social media and peer-to-peer platforms, including Facebook, Twitter, Instagram, Hootsuite, and Mailchimp.
- Experience developing and analyzing budgets and financial statements.
- Proven ability to understand and communicate complex issues.
- Proven ability to develop and cultivate community partnerships and relationships.
- Positive, forward thinking, enthusiastic attitude.
- Experience working in the Downtown Eastside (or comparable) community is an asset.
- An understanding of the Downtown Eastside (or comparable) community and having a welcoming, respectful, and non-judgmental approach when interacting with anyone who accesses, volunteers at, works at, or supports WISH is a must.
- Flexibility to perform other job requirements as assigned.
- Ability to work a flexible schedule that will allow for the occasional evening and weekend work.
- AFP membership is an asset.

COMPENSATION & WORK ENVIRONMENT

- Excellent benefits package including employee insurance (medical, dental, life, accident and long term disability, MSP) following a three-month waiting period.
- We offer a welcoming, fast-paced, and team-based office culture in a location that is close to transit.
- This is a full-time, permanent position with a starting salary of \$62,000-\$65,000, commensurate with experience.

APPLICATION DETAILS

Please submit a resume and cover letter to executivedirector@wishdropincentre.org with "Application for Development Manager" in the subject line.

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Indigenous women and women from diverse backgrounds are particularly encouraged to apply for this position.

We thank everyone for their interest, but only those selected for an interview will be contacted.

For more information about WISH, please visit <http://wish-vancouver.net/>