



WISH

Drop-In Centre Society

Job Description

Development Manager

ABOUT WISH

Based in Vancouver's Downtown Eastside, WISH is the largest sex worker support organization in Canada. For more than thirty-five years, WISH has offered a safe place of respite for women involved in street-based sex work. WISH Drop-in Centre Society is an organization and space for women and people of marginalized genders, including Two-Spirit, trans, and non-binary. For more information about WISH and our programs and services, visit our website: <https://wish-vancouver.net/>

Over the past year, WISH has embarked on considerable growth in response to the needs of street-based sex workers. The COVID pandemic has accelerated that growth, requiring the pivoting and scaling-up of existing programs as well as the introduction of new programs and services, including a 24/7, 23-bed temporary emergency shelter. WISH operates with more than 200 staff, 100+ volunteers and a growing number of programs and services to meet the needs of street-based sex workers.

JOB SUMMARY

The **Development Manager** reports to the Director of Communications & Development 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.

The fundraising portfolio is approximately \$750,000 annually and, in the next fiscal, will be increasing to approximately \$1M annually in order to implement recommendations from a comprehensive Organizational Development Review process.

Relocation allowance is available for candidates outside of the Vancouver area, amount to be negotiated based on applicant's current location and qualifications. This is a hybrid/remote position for the right candidate.

JOB DUTIES/KEY 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 analyze 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.

QUALIFICATIONS/REQUIREMENTS

- Minimum 3-5 years of direct fundraising and grant writing experience in a non-profit environment.
- Strong experience and working knowledge of the BC funding landscape is a significant asset.
- Demonstrated, direct, successful experience securing 5-figure+ gifts.
- 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 develop and cultivate community partnerships and relationships.
- A strong feminist analysis of violence against women with an understanding of power and its intersection with gender, race, culture, class, ability, religion, sexual orientation, ethnicity, and age
- Significant understanding and knowledge of systemic barriers and oppression rooted in colonization, racism, transphobia, classism, misogyny, moralism, ableism and how they impact sex workers.
- Experience working with Indigenous peoples and a strong knowledge of the legacy of colonization, the Residential School system, the 60's scoop, and the foster care system.

- Excellent knowledge of the Downtown Eastside supports and services, proven ability to navigate the social welfare, public health, and justice systems, particularly in the areas of poverty reduction, housing, emergency medical care, detox and addictions services, and counseling.
- A deep understanding of the inherent issues that WISH participants face on a daily basis.
- Strong analytical, critical thinking, creative problem solving and organizational and planning skills. Must be a self-starter, who is curious, flexible and an adaptable team player.
- Excellent time management and multi-tasking skills are essential as is the ability to work with minimal supervision.
- Demonstrated ability to support vulnerable women while maintaining strong boundaries, non-judgement, and self-care.
- Demonstrated ability to work independently while maintaining inclusive and collaborative relationships with the rest of the WISH team.
- Ability to work a flexible schedule that will allow for the occasional evening and weekend work.
- AFP membership is an asset.