



Fund Development Manager

YMCA Calgary is actively building healthy communities – Join us in creating a better Calgary.

YMCA Calgary opened its doors in 1902; since then we have evolved into a vibrant charitable organization where thousands children, youth and adults access our programs and facilities every year. We are much more than a gym, pool, and recreational facility - we strive to adapt to community needs, and ensure that our programs and facilities can be accessed by all who need them. YMCA Calgary staff firmly believe that they are creating a positive impact in the community through their work at the Y. In our work we deliver health and wellness programs, community outreach, Aboriginal programs, newcomer programs, day and overnight camping, outdoor schools, leadership development, childcare, and much more.

We serve diverse community needs through Eau Claire YMCA, Crowfoot YMCA, Shawnessy YMCA, South Health Campus YMCA, Community YMCA, Saddle Towne YMCA, and Camp Chief Hector YMCA... **and we are only just getting started. In partnership with the City of Calgary, we will expand our impact operating new facilities in Quarry Park, Rocky Ridge, and Seton.** These amazing new spaces will help us reach more people through our passionate volunteers, members, and staff.

How will you make an impact? Who will you become at YMCA Calgary?

We are currently seeking to fill the following position;

Fund Development Manager
Association Services
Posting Code: AS-FD-MNGR
Salary: \$46,818-\$62,424/yr
Start Date: Immediate

This is a two year contract position commencing upon date of hire.

Why should you join our team?

At YMCA Calgary we are passionate about our work and know that we are creating a positive impact in the community. Our staff feel welcomed from the first day they start and quickly feel a sense of belonging here at the YMCA. If you are looking to care deeply about your work, make the community a better place, and develop your leadership skills this is the place for you!

YMCA Calgary also offers multiple other perks and benefits;

- Complimentary YMCA Calgary Membership Plus including a linked membership for an adult of your choice, and dependent children.
- Comprehensive health and dental benefits. Premiums paid in full by the Association.
- Pension plan with specified contribution matching by the Association and investing opportunities after two years of employment.
- Anniversary Flex day and gifts given to celebrate each year of employment.
- Program discounts
- Childcare discounts
- Ongoing leadership development and opportunities



- Leadership Award opportunities
- Scholarship opportunities
- Paid recertification and training

What does this role look like at YMCA Calgary?

Reporting to the Vice President, Fund Development, the Manager, Fund Development works to identify, cultivate, solicit and steward major and annual gift prospects to establish and meet the annual fundraising strategic goals. The components of YMCA Calgary's fundraising strategy include an annual giving program; YMCA Strong Kids Campaign, Heritage Club (endowment campaign) and a Major Gifts for Program and Capital. This manager will also have duties pertaining to the strategy and execution for an ongoing significant capital campaign. A key function of this position is to maintain long term relationships with donors through best stewardship practices in support of 'moves management' goals.

The Fund Development Manager will:

- Participate and provide leadership for the identification, cultivation, solicitation and stewardship of major gifts from foundations, corporations, community and individual donations
- Develop and maintain a prospect management system to support effective moves management for the fund development program
- Create and oversee a stewardship and recognition framework to ensure the highest level of accountability is provided to campaign and annual donors ensuring long-term, sustainable relationships are developed and maintained
- Manage a portfolio of major gift prospects and donors, developing strategies and implementing key actions to increase corporate, community and individual donation
- Cultivate potential new Heritage Club members and steward existing members
- Establish and maintain professional and productive relationships with key volunteers and donors
- Participate on the Strong Kids committee at the strategic and operational level and maintain open communication in support of YMCA Calgary's goals
- Take part in the Fund Development Committee of the Board, providing feedback, information and gathering assistance from the team for contacts in the community
- Meet with selected potential donors, through personal visits and written and oral communication, to discuss their desires regarding gifts to YMCA Calgary, helps them understand gift-giving vehicles and negotiates terms and conditions of gifts
- Attend networking opportunities with, professional and organizational affiliations and attends functions and events that serve to effectively identify and cultivate business and individual donor relationships
- Work collaboratively with Vice President, Fund Development, President and CEO and fundraising volunteers to identify and steward key philanthropic relationships and potential prospects

What qualifications are we looking for?

At YMCA Calgary we strive to ensure our employees are a fit based on their strengths, interests, and future goals. The successful candidate will have the following;



- An understanding of and dedication to ethical fundraising - keeping with YMCA Calgary's mission and values and in accordance with charitable giving standards
- The ability to work with highly confidential information in a sensitive and professional manner
- The ability to provide leadership and mentorship to fund development staff; clearly define goals and provide support to help them achieve their goals
- Strong cultivation, negotiation and relationship management skills
- Excellent organizational and process management skills
- Strong skills with donor management software (Raisers Edge)
- Proven skills in building a prospect portfolio and leveraging major gifts through developing strategies in planning, implementing and administering major gift solicitations
- Demonstrated ability to work effectively with the public, donors and sponsors
- Excellent oral and presentation and written communication skills
- A rich and deep understanding of YMCA Calgary's work in the community and a personal and thoughtful ability to tell the YMCA story
- Evidence of a clear Police Information Check and Vulnerable Sector Search
- Three professional references.

What qualities do we look for in YMCA Calgary Staff?

Our staff model and are committed to the following competencies;

Developing Self and Others: Developing people with a view toward present and future capacity

Building Purposeful Relationships: Relating to people authentically with their best in mind.

Creating a Culture of Community: Gathering people to purpose and vision.

Making Intentional Impact: Intending to make a difference every day.

Thinking and Acting Strategically: Applying thoughts, words, and actions in service to the vision.

Applying Business Acumen: Demonstrating excellence in technical skills and stewarding the YMCA Business Model.

Innovating: Ability to know your environment, initiate and respond effectively to changing conditions.

Interested? It's easy to apply!

Please send a resume and cover letter quoting posting code AS-FD-MNGR to:

Human Resources
YMCA Calgary Association Services
101 3 St. S.W.
Calgary, AB T2P 4G6
Fax: (403) 269-4661
Email: careers@ymcacalgary.org

YMCA Calgary is an equal opportunity employer. Potential candidates will only be contacted if selected for an interview. **This posting will close when a suitable candidate is found.**