

**Victoria Sexual Assault Centre
Job Description – October 12, 2017**

Position: Resource Development Manager
(Exempt Position)

Reports to: Executive Director

Position Summary:

The Resource Development Manager is responsible for creating and managing a successful, comprehensive development plan for the Society. The position will involve planning, execution, control and evaluation of all fundraising activities for the agency, as well as marketing and communications that support fundraising for the programs and services of the Victoria Sexual Assault Centre (<https://vsac.ca/services/>). The Resource Development Manager will work closely with the Executive Director, the Board of Directors, and program staff to enhance and support the revenue goals of the Society and to ensure that there is a stable and increasing level of resources for operations and future development.

Hours of work: 35 hours per week, Mon-Fri, some evening and weekend work required

Classification/Salary: Management/exempt, \$30-\$35 with benefits

Closing date: Posting open until position is closed

Please submit cover letter and resume by mail, fax or email to:

**Victoria Sexual Assault Centre
Attn: Makenna Rielly
201-3060 Cedar Hill Rd
Victoria, BC V8T 3J5
Email: makennar@vsac.ca**

Shortlisted applicants will be required to submit a professional writing sample.

VSAC is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, Indigenous persons, persons with disabilities, LGBQ+ persons, Trans, Two-Spirit, Gender Non-Conforming persons and others with the skills and knowledge to engage productively with diverse communities.

Job Responsibilities:

Under supervision from the Executive Director, the Resource Development Manager is responsible for:

1. Resource Development Manager oversees coordination of grant funding and RFP process for the agency in collaboration with the Program Managers and Resource Development and Communication Coordinator. These duties include: writing, submission, monitoring, reporting, and final edits to ensure the professional documents for grant submissions meet the goals and mission of the organization.
2. Oversees the research and prospecting for funding opportunities from public and private grant foundations in collaboration with the Resource Development and Communication Coordinator.

3. Oversees the management of existing grants in collaboration with the Resource Development and Communication Coordinator and program managers. Duties includes: tracking grants; developing internal reporting systems; coordinating submission of reports; and ensure each project or program is meeting proposal conditions and expectations.
4. Maintain strong agency relationships with donors, grant funders and partners, ensuring all requirements around grants are met.
5. Oversees the performance and coordination of resource development: annual campaigns (including direct mail, monthly giving, donations from individuals, corporations, service clubs, foundations, third-party special events and organization-planned events), and other initiatives as appropriate.
6. Develop and implement planned giving and major gifts campaigns for the agency in coordination with the Resource Development and Communication Coordinator.
7. Ensures Resource Development information management systems are developed, maintained and managed in collaboration with the Resource Development and Communications Coordinator and administrative staff. Ensures that privacy, ethics and integrity are maintained in relation to donor records for all files and systems.
8. Contributes to annual organizational budget preparation process for expected revenues. In collaboration with the Executive Director and Finance Director, is responsible for management of annual department budget. In collaboration with the Resource Development and Communications Coordinator and administrative staff, provides auditors with all donation revenue information.
9. In conjunction with the Executive Director, develops and implements short- and long-term strategic and operational plans for resource development and marketing.
10. In collaboration with the Executive Director, creates and tracks VSAC's financial strategic plan, risk management plan and accessibility plan to include in communication and marketing strategies.
11. Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
12. Monitor trends in the community or region and adapt fundraising strategies as necessary.
13. Overseas the development and implementation of all marketing and communications materials for the agency, including news releases, annual reports, newsletters, articles, op-ed pieces, advertisements, social media and agency websites.
14. Work with local media building relationships with a variety of media liaisons including interviews, presentations and other public speaking duties.

15. *Management of Staff and Contractors*: Responsible for hiring, evaluation, disciplinary action up to and including termination of all Resource Development department staff.
16. Responsible for oversight of any contractors engaged by the Resource Development Department.
17. Provide and/or coordinates training and support to fundraising volunteers in conducting their roles and responsibilities in regards to fundraising.
18. As a member of the Executive Team, attend and participate in meetings as required.
19. Undertake other administrative duties and supervision, and special projects as required.

Qualifications:

Education, Training and Experience

- University degree or equivalent training and experience is essential. Certificate in fundraising (i.e., CFRE or in process of attaining CFRE or other designation) is a bonus.
- This position requires a proven track record of fundraising and program development. A minimum of five years progressively responsible experience is preferred.
- Demonstrated record of resource development planning, business planning, implementation and evaluation.
- Demonstrated experience with communications and media relations including news releases and advertising.
- Demonstrated experience with budget management, marketing and public relations.
- Skill in handling sensitive, complex topics while maintaining confidentiality across diverse contexts.
- Skill and experience in working with a Board and other volunteers.
- Excellent computer skills (Raiser's Edge or other donor database management preferred).

Job Skills and Abilities:

- The position requires superior strategic, organizational, supervisory, and communication skills, including public speaking and writing. Superior interpersonal skills are required for interactions with a diverse group – staff, volunteers, donors, funders, and community.
- Extensive working knowledge of issues related to sexualized violence and community based programming and services, and an openness to keep learning about these issues.
- Solid understanding of anti-oppressive practice frameworks and demonstrated ability to use these frameworks to implement effective fundraising, communication and management strategies.
- Solid understanding and implementation of intersectional analysis of sexualized violence that promotes the values and mission of the agency in a variety of settings.
- The Resource Development Manager will be a proven, experienced professional who is a team player and who can provide leadership to the Resource Development Department and volunteers.

- Abilities to take initiative, manage multiple and diverse projects and deadlines, to work well under pressure, to work both independently and as part of a team are critical.

Additional Information:

- The Resource Development Manager is required to maintain confidentiality regarding organizational operations, fiscal management and donor information.
- Use of own vehicle for events, offsite meetings, etc.... may be required (if available)
- A current Criminal Record Check is required for this position
- Scheduling flexibility, including evening and weekend work, is required periodically

The Victoria Sexual Assault Centre is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting all women, Trans, Two-Spirit and Gender Diverse survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.

To find our more information about the Victoria Sexual Assault Centre, check out:

<https://vsac.ca/>