



## Michael House Pregnancy and Parenting Support Services

*A Safe Haven For Life*

### **Fund Development Manager**

Michael House Pregnancy and Parenting Support Services is a faith based non-profit agency which has been operating in Guelph since 2003. We offer 4 distinct programs; residential program, supportive housing program, aftercare program and drop-in program. Modeling attachment based parenting we assist women in our community to make healthy choices for their lives and the lives of their children.

#### **Opportunity**

Michael House Pregnancy & Parenting Support Services is currently seeking a part-time (3 days per week) Fund Development Manager. The Fund Development Manager holds overall responsibility for the organization's fund development programs including but not limited to – direct marketing, organization-wide communication and PR, grant seeking and major gifts. The incumbent is responsible for developing prospects and generating financial support through monetary and in-kind sponsorships from key individual donors, community, corporate, government, foundations, and online campaigns. This includes the development, implementation, management and evaluation of a comprehensive plan and approach to fundraising and new business development programs.

#### ***Primary responsibilities:***

- Developing and implementing a full range of fund development and communication strategies to meet Fundraising goals.
- With the support of the Executive Director and the Board of Directors creating long-term strategic growth plans.
- Moving one time donors to monthly donors
- Report to the Executive Director and work with a Fund Development Committee and an Event Coordinator.

#### **Qualifications and Skills**

- University or college graduate with concentration in business, fund development or related field
- Sales and marketing experience.
- 4-5 years' experience in fundraising at the corporate level.

**Candidates are invited to indicate their interest in this position by sending a resume and cover letter to [employment@michaelhouse.ca](mailto:employment@michaelhouse.ca)**

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*in Our Community*



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**Closing date for applications is January 15, 2019.**

- MHPSS is an equal opportunity employer.

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