



Michael House Pregnancy and Parenting Support Services

A Safe Haven For Life

Job Position: Fundraising and Development Manager

Anticipated Start Date: Immediately

Salary: To be discussed in an interview

Job Overview

Responsible for building and overseeing the support infrastructure that Michael House Pregnancy and Parenting Support Services (MHPPSS) needs, through fund development, events and public relations, to position MHPPSS for a solid future. In conjunction with the Executive Director, develop and implement an integrated strategic communication and fund development program by advancing the brand identity of MHPPSS and securing increased funding. This role will also encompass broadening awareness of MHPPSS programs and priorities, helping with event organization and execution and increasing organizational visibility across key stakeholder audiences.

This is a 30 hour per week, in person position with participation in our benefits package available after successfully completing the probationary period.

Qualifications:

- University or College degree in business or fundraising management
- Established relationships within the Wellington County area an asset
- 4 to 5 years' experience in fundraising at the corporate level is preferred
- Example of proven track record for fundraising events and digital marketing
- Excellent written and interpersonal skills
- Knowledge of Microsoft Office and Donor Management Systems
- Creativity and knowledge in social media and website design
- Comfortable presenting in the community to both small and large groups

Development:

- Ensure that philanthropy and fund development are carried out in keeping with the organisation's values, vision, missions and plans
- Creatively promote and improve our Event attendance and awareness
- Work with the MHPPSS Fund Development Committee to design and implement a strategic development plan that aligns with the yearly MHPPSS Strategic Plan, including major and planned-giving, granting opportunities, special events, and fundraising campaigns;
- As part of the leadership team, identify, cultivate and maintain effective relationships with key foundations, event sponsors and donors, churches, corporate partners, government entities, individual donors and recurring monthly donors
- Oversee development and execution of all fundraising materials including event brand marketing
- Develop and implement a third party event platform
- Develop and implement a major gifts program and stewardship program aimed at cultivating deeper ties with donors



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Performance

- Work with the Executive Director and Office Manager to creatively develop and implement fundraising events. This fundraising role includes but is not limited to:
 - building effective communication with former event participants (thank you's, invitations, updates and post-event wrap-up)
 - developing new growth opportunities for event attendees and sponsors
 - attention to detail, go-getter attitude and ability to take direction
 - exceptional Time Management skills while also willing to occasionally work extra hours as we gear up for an event
 - digital marketing expertise to promote events – social media, website, email, promotion in the community
- Meet and exceed fundraising goals as identified in the budget;
- Translate broad goals into achievable milestones, steps and dates;
- Plan and implement fund development programs
- Increase online presence prior and post events through our website, social media, email marketing, donor communications
- Establish strong and appropriate relationships with the Executive Director, staff, board, volunteers, donors and the Guelph community;
- Develop constructive relationships with people from all segments of the community. Seek out and cultivate donor relationships, focusing on angel and corporate donors;
- Adhere to the highest ethical standards in management, governance, and fund development;
- Convey a professional and positive image regarding the mission and vision of MHPPSS ;
- Prepare quarterly reports on fund development metrics
 - total number of new corporate and angel donors attained each year
 - total number of donors who increase their giving this year
 - total number of donors who decreased their giving this year
 - total number of donors who stopped giving this year
 - donors in process of development

Communications:

- Create and present a marketing/public relations strategy that will be developed to cultivate and enhance meaningful relationships with targeted audiences, including the media and key influencers;
- Execute the communications efforts, including, but not limited to, marketing strategies, website design, messaging and branding, social media outreach, membership management and growth, and stewardship of partners and stakeholders;
- Coordinate electronic and print communications, including reports, Newsletters, event marketing materials, website, blog and social media;
- Co-ordinate donor events; and
- Be a spokesperson for the organization.

Please send resume and cover letter to Office@michaelhouse.ca

MHPSS is an equal opportunity employer
MHPSS is a faith-based, not-for-profit organization