



Manager, Fund Development & Sponsorship

POSITION SUMMARY

We are seeking a dynamic professional with experience in fund development, including grant writing and corporate sponsorship. We are looking for a leader who can help us take our fund acquisition program to the next level by employing best practices and innovation. This important role is a unique, fast paced, and exciting career opportunity for a highly motivated and creative professional fundraiser. The Manager is a results-oriented individual with strong management skills and comfort with a hands-on approach to fund development. This is a permanent full-time position based in Calgary, AB.

RESPONSIBILITIES

Reporting to the CEO, your primary responsibilities will include:

- Overseeing the development and execution of Ag for Life's strategic fundraising plan, identifying sub-strategies for sponsorships, donations, and grants, and on-going management of the philanthropic and sponsorship portfolios, in collaboration with the CEO.
- Management of all aspects of the fundraising process from research/prospecting and initial approach to development of high-quality funding presentations, applications and relevant materials for individual, organizational, corporate and grant funders which also includes development of fundraising proposals and grant applications, and evaluation and reporting.
- Communicating with prospects and funders in-person and via email/phone/video conference to secure fund development meetings, enhance relationships and secure funds in conjunction with CEO.
- Management of all Sponsor, Donor and Grant Acquisitions, Major Gifts and Grants, Government and Foundation Grants, Gifts-in-Kind, Corporate Philanthropy, and Planned and Personal Giving.
- Acting as a principal negotiator for all Sponsorship Agreements, in consultation with the CEO.
- Developing sponsorship inventory, package costing, funding recognition policies, etc.
- Conducting research on current and prospective funders and develop strategies for solicitation, in collaboration with the CEO.
- Helping to establish and manage a healthy pipeline of prospects including individual and corporate funders and granting opportunities.
- Developing and facilitating funder-centred stewardship strategies and plans and execute stewardship programs and activities.
- Create and implement standard operating procedures for fundraising database usage to ensure funder information and cultivation steps are accurately tracked.
- Working to ensure fundraising database is kept accurate and current with ongoing correspondence and relationship management information.

- Assisting the Communications team with the development of materials related to fund development and events, including external communications, printed event materials (including signage, programs, nametags, etc.) and funder reports.
- Keep informed of successful fundraising techniques and best practices.
- Working closely with the Ag for Life team on a variety of strategic initiatives as required.
- Other projects as assigned by CEO.

QUALIFICATIONS

- A minimum of five years proven experience in best practice sponsorship and fund development for related industry (i.e., not for profit, charitable organization, agriculture) is required.
- Previous experience working with a broad range of partners (community organizations, major businesses, individuals, government) is required.
- A passion for and knowledge of agriculture and / or education sectors considered a STRONG asset.
- Post-secondary education in marketing, communications, business administration or related discipline is considered an asset.
- Possession of CFRE (Certified Fund Raising Executive) formal designation is considered an asset.
- Possess a sponsorship sales background, deliver ROI/ROO for our sponsors, and understand the power of activation.
- Experience developing and implementing successful fundraising plans, sponsorship and grant proposals.
- Proven experience in executing donor campaigns.
- Knowledge of development, management and implementation of effective corporate fundraising strategy and associated work plans.
- Strong interpersonal skills with an ability to connect with a range of stakeholders.
- Financial acumen and strong strategic, innovative thinker.
- Excellent oral and written communication skills; proposal writing, public speaking, presentations.
- Proficiency with the Microsoft Office suite and fundraising databases.
- Strong team player who can interact with all staff positions and prioritize diverse needs as required.
- Willing to work remotely and travel when necessary.

HOW TO APPLY

Please apply, with cover letter and resume to the attention of:

[Luree Williamson; CEO at info@agricultureforlife.ca](mailto:info@agricultureforlife.ca)

Ag for Life thanks all applicants in advance. Only those candidates selected for an interview will be contacted.