



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to be a national leader in transitioning immigrant women to success in Canada. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.

Empower Immigrant Women. Enrich Canadian Society.

Director of Fund Development
Full time - 37.5 hours per week
Competitive salary and benefits package

SUMMARY OF POSITION

The Director of Fund Development position works directly with the Chief Executive Officer in stakeholder and resource development activities, aiming to diversify and increase funding support for the agency. This role will be responsible for developing and fostering relationships with community partners and individuals, corporations and government bodies. This role will be responsible for the leadership of the of Resource Development Department.

DUTIES AND RESPONSIBILITIES

- Develop, lead and implement funding strategies that diversify and increase funding support for the agency
- Actively solicit, manage and lead the CIWA resources development team to the growth of a portfolio of 100-500+ corporate donors, individual donors, and prospects, with a focus on major gifts
- Lead and oversee the development of strategies that promote the value of immigration and CIWA's brand awareness to the stakeholders and potential donors
- Actively develop and foster relationships with corporate and community partners and government bodies, in consultation with the Chief Executive Officer
- Ensure CEO introductions are timely, and that the CEO is involved in relationships at the appropriate and necessary level.
- Develop a strong understanding of all CIWA programs including services, eligibility criteria, and referral processes
- *Collaborate with Managers, Director of Programs, Director of Finance and Chief Executive Officer to manage organizational change as well as day-to-day operations*
- Participate in and represent CIWA at community/public events and inter-agency meetings
- Participate in special events, external committees, and assist with planning if necessary
- Supervise and support Resource Development department and provide leadership and expertise in this area to the CEO and Senior Management
- Other duties as assigned by the CEO

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- A proven track record in securing 6-7 figure philanthropic gifts. Comfortable setting and achieving ambitious revenue targets for a growing charitable organization.
- A minimum of five (5) years of experience in lead fund development role
- Bachelor's Degree in fundraising, business, social work, non-profit administration, or program-related field. Master's Degree or equivalent is an asset
- CFRE certification is an asset
- Experience and proven track record in the following areas: major gifts, sponsorships and grants, stakeholder relations, donor stewardship, and engagement, and communications.
- Equivalent experience in a commercial sales environment will be considered.
- Highly proficient in MS Office Suite including Word, Excel, PowerPoint, SharePoint and CRM systems
- Excellent communication skills verbally and in writing, planning and research skills
- Ability to initiate and manage projects and meet deadlines
- A strong ability to communicate effectively across multiple cultures and levels internally and externally to the agency.
- Strong organizational and teamwork skills and a collaborative approach to problem-solving and decision-making

PERSONAL CHARACTERISTICS

- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Conduct business according to highest levels of confidentiality and privacy laws
- Ensure honest, open and accurate communication with Senior Management at all times to promote transparent leadership
- Act as the strategic voice representing people and culture at the senior leadership table
- Results-driven, accountable and demonstrates an action-oriented, can-do approach
- Attention to detail, thorough analytical skills while maintaining the ability to see the big picture
- Adaptable, with a willingness to seek out, assume and learn from challenging assignments

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.