

Manager, Fund Development (Calgary)

The Manager, Fund Development will be an active member of the Provincial Stakeholder Relations team working to achieve annual goals, resulting in increased and sustainable revenue growth for CAREERS: The Next Generation Foundation. Results will be achieved by activating discovery, cultivation, solicitation and stewardship for industry, government, individual investors and the community.

Careers: The Next Generation is seeking a Manager, Fund Development for our Calgary office. This position will primarily serve Southern Alberta, reporting to the Director, Partnership Development located in the Edmonton head office.

Roles and Responsibilities

- Cultivate, solicit, and attract a network of relationships to support investment in CAREERS.
- Facilitate and support fund raising events such as, Lunch and Learns, breakfasts or evening receptions.
- Assist in developing strategies to meet fundraising goals.
- Recognize and acknowledge current and past investors to maintain relationships for future investment.
- Maintain a focus on revenue growth program to ensure annual targets are achieved.
- Broaden, diversity and grow the number of industry investors.
- Annually generate revenue through pledges, grants and sponsorships.
- Search leads, conduct prospect research, and cultivate donors and partnerships from industry, government, individuals, and sponsors following established prospect clearance and management program procedures.
- Generate various reports related to investment (fund development) and stewardship.
- Create, maintain and update investor (donor) and sponsorship activity in database and donor/sponsor files.
- Maintain and enhance excellent working relationships with peers and leaders.
- Emulate the CAREERS culture in customer service delivery whereby requests from internal and external stakeholders are responded to with a degree of urgency, relevancy, and accuracy.
- Contribute to the development, coordination, and execution of investor campaigns including communications and marketing.

Skills and Competencies

- Confident public speaking and able to express ideas verbally and in writing.
- Demonstrated ability to take initiative and follow through on actions.
- Demonstrated ability to manage time and numerous projects/activities, meet and exceed targets, goals and objectives in a timely manner with excellent results.
- Demonstrated ability to work with a wide variety of stakeholders including youth, parents, schools, educators, employers and other partners.
- A proven track record of success in building relationships and fund raising.
- Strong organizational, analytical and solution development skills.

Qualifications

- Post-secondary education in an area such as fund development, business administration, marketing/public relations, education or a combination of experience and professional development.
- 3-5 years of related experience.
- Previous experience working with/in industry or government is a definite asset.
- Capability of working with a wide range of stakeholders is essential.
- A passion for youth and their development.
- Knowledge of computer applications specifically databases
- Extensive knowledge and skill in prospect identification and cultivation necessary to engage prospective investors.
- Outgoing, personable, focused, results oriented and ethical are key traits required to be successful in the role.
- Valid driver's license and access to a vehicle
- Successful completion of criminal and voluntary sector background check

Applications will be accepted until a suitable candidate is found. Please send your resume and cover letter to HR@nextgen.org. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future.