



Canadian  
Down Syndrome  
Society

Société  
canadienne de la  
trisomie 21

## Fund Development Manager

### *Position summary:*

The Canadian Down Syndrome Society (CDSS) is a vital resource linking individuals, parents and professionals through advocacy, education, and providing information. CDSS is proud to be the voice of Canadians with Down syndrome and their families. CDSS wants all Canadians to 'See the Ability'. Visit [www.cdss.ca](http://www.cdss.ca) for more information.

The Manager of Fund Development is responsible for all fundraising initiatives and activities of the organization. He/she is directly responsible for: the development and implementation of the annual giving plan, cultivating and maintaining relationships with new and existing donors and supporters, developing and building a Major Gifts Program, researching and writing grant proposals, and providing evaluation reports as required.

### **What You'll Do:**

The major duties of the position include but are not limited to:

- Creating and implementing a short, medium and long term strategic fund development plan
- Implementing and maintaining a major gifts program
- Maintaining all aspects of Grant applications: research, draft, edit, and submit
- Developing and improving relationships within all aspects of donor stewardship including: monthly donors, individual telecanvassing donors and donors from unique campaigns
- Oversee and lead the strategic fund development strategy for all CDSS campaigns
- Creating and implementing new campaigns and other methods of fundraising
- Training and overseeing new fund development staff
- Securing financial support for the CDSS annual national conference
- Building and maintaining relationships with all types of donors
- Building regular reports (verbal, written and visual) to donors, Executive Director, CDSS membership and national Board of Directors
- Keeping up-to-date on fundraising best practices and enact changes to improve CDSS' fundraising capacity

### **What You'll Bring:**

- Post-secondary degree or related proficiency
- 5+ years of progressive fund development experience
- 3+ years of managerial experience in a fund development or non-profit setting
- Proficiency with eTapestry or other non-profit database systems

- Demonstrated ability to successfully apply for major grants (\$150,000+)
- Experience soliciting donations from major donors (\$10,000+)
- Demonstrated effectiveness managing both paid and volunteer staff
- Working knowledge of the AGLC regulations and CRA regulations for fundraising
- Demonstrates strong strategic thinking, planning, organizational and analytical skills
- Exceptional ability to handle multiple projects simultaneously
- Exceptional networking skills

### **Additional Qualifications:**

- Member in good standing with Association of Fundraising Professionals (AFP)
- Effective written and verbal communication
- Proven team building, leadership and mentorship skills
- CFRE designation and CAGP membership considered an asset
- Successful completion of criminal and voluntary sector background check

This is a salaried position with benefits. Thank you for your interest in CDSS. We will be contacting only those candidates who are successful in obtaining an interview.

### **To Apply:**

To pursue this opportunity submit your resume with covering letter by email to:

Kirk Crowther  
National Executive Director  
Canadian Down Syndrome Society  
kirk@cdss.ca