



Macdonald Youth Services

MACDONALD YOUTH SERVICES

EMPLOYMENT OPPORTUNITY

INTERNAL/EXTERNAL

POSITION: Full Time Community Relations and Development Manager – Business Operations

SUMMARY: Macdonald Youth Services requires an experienced Community Relations and Development Manager to: educate Manitobans about the Mission and role of MYS in our communities; promote our good reputation; build and sustain productive, mutually rewarding relationships with donors, supporters and key organizations in the province; and raise funds to support the Mission of MYS. This position reports directly to the Chief Executive Officer of MYS.

DUTIES AND RESPONSIBILITIES: of the Community Relations and Development Manager include, but are not limited to:

Community Relations:

- Supports the strategic goals and needs of MYS and the communities we serve
- Grows the base of engaged supporters of MYS
- In conjunction with the Communication Specialist, develops an annual plan to extend awareness of MYS' role and reputation throughout Manitoba
- In conjunction with Senior and Executive Managers, develops relationships with key organizational partners, departments and representatives
- Develops and maintains corporate partnerships within the communities served by MYS
- Acts as a key ambassador for the organization with internal and external constituents

Fund Development:

- Raises funds for MYS strategic priorities, as determined by the Board of Directors annually
- Raises more money than expenses and meets annual targets for revenue and expenses
- Develops, refreshes and maintains a donor stewardship program
- Solicits funds from individuals, foundations and governments
- Regularly updates donors, supporters, governments and other organizations
- Oversees the organization of events and activities

Management:

- Develops an annual plan for approval by the Board of Directors with targets to be met in Community Relations and in Fund Development
- Provides quarterly reports to the Board on progress against the targets and activities in the plan, including confirmation of regular contact with and appreciation of donors
- Ensures the maintenance, administration, receipting and reporting of monetary and non-monetary gifts to maintain compliance and the conditions of gift agreements
- Develops an annual budget consistent with the Board-approved plan; monitors financial reports monthly, reports variances and develops mitigation plans as required
- Supervises position(s) reporting to the Community Relations and Development Manager
- Ensures that everyone within the Community Relations and Development Department adheres to: the Donor Bill of Rights, the Association of Fund Raising Professionals' Code of Ethical Principles and Standards of Professional Practice, and the Canada Revenue Agency Guidelines for a charitable organization
- Identifies any concerns to the CEO that could damage MYS' reputation as soon as possible to avoid or mitigate any consequences for the agency
- Other duties as assigned



MACDONALD YOUTH SERVICES

EMPLOYMENT OPPORTUNITY

INTERNAL/EXTERNAL

ESSENTIAL REQUIREMENTS:

- Completion of a post-secondary program of study in Business, Marketing, Communications or an equivalent combination of relevant education and experience
- Experience with a proven record of success in campaign management and fund development
- Strong written and oral communication skills
- Solid analytical and research skills
- Excellent time management skills with the ability to handle several projects simultaneously
- Results-driven with the ability to take initiative and follow through with minimal supervision
- Strong organizational and planning skills
- Ability to travel and work outside normal office hours, including evenings and weekends
- Willingness to obtain training as per MYS policy

PREFERRED REQUIREMENTS:

- CFRE (Certified Fund Raising Executive) designation
- 5 – 7 years of experience in community relations and/or fund development
- Demonstrated relationship-building and negotiation skills
- Previous experience in a not-for-profit setting
- Knowledge of Indigenous cultures and/or an Indigenous languages

SALARY RANGE: \$62,500 - \$78,540 d.o.q. per annum.

MYS offers a competitive benefit package and pension plan.

HOURS OF WORK: 35 hours per week – Monday-Friday (with flexibility to meet requirements of the position)

HOW TO APPLY:

Applicants must demonstrate in their resume or cover letter how they meet the requirements of the position, quoting the competition number.

COMPETITION NUMBER: 2668.03.17

CLOSING DATE: interested candidates are requested to submit a resume by **12:00 noon April 7/17.**

Please forward a cover letter and resume (in word or PDF format) prior to the closing date, to:

Macdonald Youth Services – Human Resources

400 – 491 Portage Avenue, Winnipeg, MB R3B2E4

Fax: 204.284.4431

Email: careers@mys.mb.ca

Online: <http://www.mys.ca/join/types-of-opportunities>

MYS is an equal opportunity employer, Aboriginal persons, women, visible minorities and persons with disabilities are encouraged to apply.

MYS is committed to developing and retaining a diverse workforce. All job offers are conditional upon providing the following satisfactory, and current (within 3 months) background checks: Child/Adult Abuse Registry Check; Prior Contact Check; and Criminal Record Check with Vulnerable Sector Search. We thank all applicants for their interest, but only those selected for an interview will be contacted. For further information about our other employment and volunteer opportunities please visit our website www.mys.ca.