



The Reh-Fit Centre is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment.

FUND DEVELOPMENT MANAGER

We are currently seeking a highly motivated, organized, and energetic individual to build our fund development activities into a sustainable giving program that aligns with our exciting new 10-year vision plan.

The Fund Development Manager will oversee prospect research and development, donor relations and stewardship, and all fundraising activities. The successful applicant will report directly to the Chief Executive Officer and be responsible for developing fund development plans, as well as have direct hands-on involvement in all fundraising activities.

Key responsibilities of this position:

- Oversees the overall growth strategy and fundraising programs.
- Stewards meaningful relationships with donors, using strategic communication.
- Initiates development activities including meetings with prospective donors and sponsors.
- Works closely with Communication and Marketing Officer to create compelling material for donor cultivation and annual giving, planned giving programs, direct mail, and donor events.
- Ensures that donors receive professional and timely information regarding the impact of their philanthropy.
- Oversees all fundraising activities including special events and third party fundraising.

The ideal candidate will possess a relevant post-secondary education or related business experience with the following skills and attributes:

- Minimum of 5 years' experience in an annual giving, stewardship, or similar position involving donor relations, strategic communications, and/or fundraising.
- Demonstrated ability to implement successful fundraising programs.
- Proficient at developing strategic plans, writing proposals, and conducting research.
- Skilled at expense budget management and meeting revenue targets.
- Keen ability to multi-task, prioritize, and work well under pressure to meet multiple competing deadlines.
- Experience working with and leveraging the skills of volunteer boards and committees.
- High level of proficiency with Microsoft Office including Word, Excel, and Power Point.
- Experience with a Donor Database software program.
- Strong interpersonal skills and ability to work collaboratively in a team environment.

- Commitment to fundraising ethics and respect for donor confidentiality.
- Personal interest in fitness and well-being.
- Valid drivers' license and access to a vehicle.
- Ability to work flexible hours when meetings or events are scheduled.

The Reh-Fit Centre is a state of the art fitness facility located in Southwest Winnipeg and offers an attractive working environment. In addition to salary and benefits package, compensation includes parking and access to fitness facilities. This is a permanent full time position.

If you are interested in this opportunity, please submit your resume and cover letter indicating salary expectations by no later than August 30, 2019.

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While we appreciate interest from all applicants, only those selected for an interview will be contacted.