



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Development Manager (Major Gifts)

(18-month contract starting in October, 2017; Full-time; based in Calgary)

Reporting to the Director, Development (Major Gifts), the Development Manager works as an integral part of the Major Donor team to identify, solicit and maintain existing high value relationships with individuals and foundations. This is a new role with a focus on significant growth of regional donors and prospects in Western Canada.

This role will contribute to the planning and implementation of organizational activities to maximize individual giving and foundation donor support, cultivate existing donors to give at a major donor level, and formulate strategies to raise individual gifts of \$10,000 and more. This role will also have the responsibility to migrate or integrate stakeholders from other key development areas within UNICEF Canada (Corporate, Community Engagement and Signature Events).

The responsibilities of the position will include:

Donor Cultivation and Solicitation (80%)

- Raise significant funds for UNICEF Canada priorities, as identified in the annual plan and Joint Strategic Plan (JSP).
- Manage a major gift portfolio of 150+ prospects including moving the prospects through identification, cultivation, solicitation and stewardship.
- Evaluate reasonable partnership risk-taking opportunities and stimulate new ways of thinking and solving problems.
- Where appropriate, liaise with senior leadership, executive or board members to effectively cultivate and steward relationships.
- Work with other Development team staff (i.e. Donor Relations, Research, Legacy Giving, Signature Events) and volunteer leadership to ensure the availability of appropriate cultivation and stewardship tools for use with major donors and major donor prospects.



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Planning and Administration (20%)

- Support the Director, Development in the execution of relevant sections for the multi-year JSP and the Annual Operating Plan (AOP) for the team and ensure integration across the organization.
- Support the development and execution of organizational priority campaigns and initiatives.
- Maintain an up-to-date and deep knowledge of UNICEF's work, leadership and projects for discussion with donors and prospects.
- Ensure that the Raiser's Edge database is kept updated with accurate information on major donors and campaign prospects for weekly reporting.
- Undertake travel and attend UNICEF fundraising events (sometimes during the evenings and weekends) as required.

The ideal candidate will have:

- A post-secondary degree or diploma with a focus in fundraising, marketing, sales, or other applicable disciplines.
- Four (4) to five (5) years' of relevant work experience in fundraising, marketing, or sales in the corporate or not-for-profit sector with experience in Major Gifts fundraising and a proven track record of closing gifts at the \$10K + level.
- The ability to work in a fast paced environment, prioritize and multi-task.
- Team working skills and be a natural relationship-builder both internally and externally.
- Creative thinking in their approach to cultivation and stewardship.
- Superior verbal and written communications skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- Experience with Raiser's Edge or relational databases and donor database report tracking an asset, ensuring appropriate prospect/ donor documentation (an asset).
- Bilingual English/French language skills (an asset).

For consideration, please submit your resume and cover letter to careers@unicef.ca by **October 3, 2017**. Please attach your cover letter (including salary expectations) and resume as one document and reference **"Development Manager (Major Gifts)"** clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.

