



A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

Development Manager (maternity leave contract)

(13-month contract starting in June 2019; Full-time; based in Toronto)

The Development Manager (Major Gifts) works with the Development team to identify, support and cultivate donor relationships to meet the fiscal revenue goals in a manner consistent with UNICEF Canada's mission and vision. With a focus on recruiting, stewarding and renewing individual donors for continued growth of the major gifts portfolio, this role manages and is responsible for donor relationships associated with more than \$1million dollars in donor commitments annually.

In particular, the Development Manager is the lead in the ongoing recruitment, solicitation and engagement of members of UNICEF Canada's women's giving circles (The 25th Team and Women UNlimited) and is responsible for building strong relationships between UNICEF and this committed group of individuals. In addition, they will manage the stewardship activities of this group including ongoing communications engagement and stewardship journey, field travel and information sessions.

The Development Manager will also have the responsibility to work closely with other key development areas within UNICEF Canada (Development Operations, Events, Corporate Partnerships, Mid-Level Giving, Community Engagement, Board relations, etc) to migrate and increase prospective donors to all UNICEF Canada campaigns and initiatives.

The responsibilities of the position will include (but not limited to):

Stewardship and Retention (45%)

- Lead the cultivation / stewardship events & activities (ie.field travel) for UNICEF Canada's The 25th Team, Women UNlimited and other priority fundraising campaigns as identified.
- Establish and execute an annual stewardship plan for all assigned major donors that establishes UNICEF as a leader in offering innovating and unique engagement journeys.
- Work with all other departments to ensure all major donor partnerships are understood, prioritized, aligned and leveraged throughout the organization.



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- Support the development of appropriate marketing and engagement tools for donor use.

Revenue Generation through Major Donor fundraising (35%)

- Through recruitment, cultivation and stewardship, manage the portfolio of women's giving circle donors through their multi-year commitments, ensuring a continued and secure financial commitment to UNICEF.
- Prospect, cultivate and solicit additional major donors as identified; provide stewardship to existing relationships.
- Support the development pipeline through prospecting and engaging in a moves management process to meet forecasting activities annually and in long-term planning.
- Support revenue growth through strategic fundraising during campaigns, and maximizing fundraising opportunities during emergencies.
- Support organization-wide stewardship and fundraising events looking for opportunities to increase fundraising revenues; actively attend events or activities to build on networking opportunities for prospecting and cultivation.
- Collaborate with other fundraising channels to execute strategies for revenue generation focused on fundraising team's priorities.

Planning, Operations & Administration (20%)

- Support the Senior 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 university degree or college diploma in a related discipline.
- Five (5) plus years of relevant work experience in fundraising, sales or account management in either the public or private sector.
- Exceptional relationship management skills.
- Experience tracking relationships and running reports with Raiser's Edge database management.
- Superior verbal and written communication skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- A valid driver's license with a vehicle, or access to vehicle.
- English/French bilingualism (an asset).
- The ability to communicate effectively collaborative environment.



- The ability to be strategic, detail-oriented, resourceful and cost efficient in order to drive new initiatives, or enhance existing programming.

Salary range: \$65,000 - \$80,000 per year.

For consideration, please submit your resume and cover letter to careers@unicef.ca by **May 23, 2019**. Please attach your cover letter (including salary expectations) and resume as one document and reference **“Development Manager (maternity leave contract)”** 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 a 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.



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