

Job Posting – Fund Development Manager

Job Title:	Fund Development Manager
Reports to:	Executive Director
Status:	Full-time, flexible Monday-Friday
Compensation:	<ul style="list-style-type: none">• Salary: \$70,000-\$75,000 annually for 40 hours• Paid vacation days and sick days, plus bonus days off (ex. for birthday)• Health & dental benefits and RRSP matching available after the probationary period• Winter holiday office closure• Early Friday closures in the summer
Location:	Remote, within Ontario <i>Note:</i> the whole team works remotely across Ontario with occasional travel required for meetings and events throughout the year, often concentrated in the Milton-Guelph area.

Who We Are

AgScape is leading a movement to bring agriculture and food education to all Ontario youth and educators, with the goal to inspire them to see themselves within the food system as a vehicle for social, economic, and environmental impact. We accomplish this through providing engaging, science-based agriculture and food education programs that inspire students to be curious, critical, and conscious about their food, discover exciting career opportunities that match their passions, and be bold global citizens, thinkers, and innovators.

We are passionate about connecting today's students with the thriving field of agriculture and food. We have a work environment that fosters collaboration and creativity and provides the coaching and support for each team member to be the best they can be.

Position Overview

Reporting directly to the Executive Director and working closely with the rest of the AgScape team, you will be responsible for developing, overseeing, and managing all fundraising and fund development activities aligned with AgScape's strategic priorities.

You will be responsible for managing and nurturing the existing donor pipeline while actively expanding it to attract and secure new supporters.

You are a creative, flexible, results-oriented person with a strong management skills and clear understanding of how to direct all initiatives to support and reinforce our mission and vision. You are able to confidently use a hands-on approach to engage our various stakeholders including agriculture industry professionals, education professionals, government officials, donors, and the public. We're looking for a collaborator, a leader, a visionary, and a storyteller.

Responsibilities

Fund Development

- Oversee the development and execution of AgScape's fundraising plan in collaboration with the Executive Director (ED), Fund Development Coordinator, and staff.
- Manage and execute the implementation of fund development activities as laid out in the fundraising plan.
- Manage all aspects of the fundraising process from research/prospecting and initial approach to the development of high-quality funding presentations, applications and relevant materials to individual, organizational, corporate and grant funders at local, regional, and provincial levels, which also includes evaluation and reporting in conjunction with the programs team.
- Conduct research on current and prospective donors and develop strategies for donor solicitation, in collaboration with the ED and Fund Development Coordinator.
- Communicate with prospects and donors in person, via email/phone/video conference to secure fund development meetings, enhance relationships, and secure funds.
- Help establish and manage a healthy pipeline of prospects including individual and corporate donors and granting opportunities.
- Develop and facilitate donor-centred stewardship strategies and plans and execute stewardship programs and activities.
- Enhance our membership base through membership recruitment and stewardship.
- Prepare fundraising proposals and grant applications.
- Create and implement standard operating procedures for fundraising database usage to ensure donor information and cultivation steps are accurately tracked.
- Work to ensure the fundraising database is kept accurate and current with ongoing correspondence and relationship management information.
- Support the work of the Board of Directors' Fundraising Committee to ensure the Board has tools and training and is fully engaged in efforts to raise needed funds.

- Support the successful planning of the Annual General Meeting including the recruitment of event sponsors.
- Plan and support other donor-centred events in collaboration with other staff.
- Assist the Marketing & Communications team with the development of materials related to fund development and events, including external communications, printed event materials (including signage, programs, nametags, etc.), and donor reports.
- Keep informed of successful fundraising techniques and best practices, including seeking out professional development opportunities.

Partnership Development

- Foster a culture of partnerships with new and existing agriculture and education partners and prospects.
- Develop, secure, and manage agricultural and educational partnerships in collaboration with other staff.

People Management

- Supervise and support a part-time Fund Development Coordinator.
- Delegate responsibilities effectively and collaborate to achieve organizational objectives.
- Provide guidance and feedback to ensure performance expectations are met.

Other

- Occasionally support with other AgScape events, such as hosting a table at a conference or thinkAG Career Competition with students.
- Other duties as may arise from time to time and as may be assigned.

Competencies & Other Requirements

- **5+ years' experience in fund development** in the not-for-profit sector with a track record of success securing high-value gifts (\$100,000).
- Experience **developing and implementing fundraising plans**.
- Proven experience putting together and packaging **successful fundraising/grant proposals** for presentation to targeted funders.

- Knowledge of development, management, and implementation of **effective corporate fundraising strategy** and associated work plans.
- **Strong interpersonal skills** with an ability to connect with a range of stakeholders.
- **Financial acumen** and **strong strategic thinker**.
- **Excellent oral and written communication skills**; proposal writing, public speaking, presentations.
- **CFRE designation** is considered an asset.
- Proficiency with the Microsoft Office suite and eTapestry, or other fundraising databases.
- **Strong strategic thinker**: able to work within larger strategic plans, participate in planning that affects the whole organization, and link individual projects to our larger goals
- **Strong logistical skills** with the ability to streamline work
 - Comfort with evolving technologies is a strong asset, and the confidence and ability to seek out technology solutions
- **Self-directed and self-motivated** worker with the ability to work both independently and with a team, and maintain productivity in a virtual work environment
- Strong team player who can interact with all staff positions and prioritize diverse needs as required.
- **Professional and positive attitude**, with a willingness to learn and ask questions
- Able to work flexible hours as needed, understanding that some events require attendance in the evenings and weekends (lieu time is always provided as needed)
- Ability to stay independently motivated and productive in a virtual work environment.

The successful candidate will be required to have a Criminal Records Check completed at the Vulnerable Sector level.

How To Apply

Please send your resume and cover letter to careers@agscape.ca, attention Mira Lyonblum, Executive Director, with the subject line “Fund Development Manager application.” **Please do not apply through an external site.** Applications will be accepted until Sunday, January 26, 2025, or until a successful candidate is selected. Even if you feel that you do not have all the requested experiences and competencies, you are encouraged to apply.

In your cover letter, please outline why you are interested in this position and specifically how your skills and experience make you an asset for this job. If you do not have experience in the agriculture and food system, please outline how you will seek these skills and knowledge. If there are other

requested areas in which you do not have experience, please also outline how you plan to acquire these skills.

AgScape is an equal opportunity employer. We are committed to an inclusive, barrier-free recruitment process and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with any requested accommodations at any stage of the hiring process or employment.