



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job identification

Job title:	Development Manager, Annual Giving
Division:	Development
Supervisor:	Associate Director, Development
Status:	Permanent, full time (35hrs/week)
Posting period:	April 23 to May 20, 2018
Job entry:	As soon as possible

Job summary

The primary responsibility of this job is to increase the CCA's revenue from individual donors in accordance with budgetary, financial, and operational requirements. The Development Manager, Annual Giving is responsible for all steps in the fundraising cycle, from research and identification through solicitation and stewardship. The incumbent initiates and maintains close working relationships with members of the philanthropic community and ensures timely follow-ups and updates with donors.

Key responsibilities

Fundraising

- Creates and implements solicitation strategies to meet budgeted revenue goals for individual donors
- Carries out detailed prospect research reports on current and potential donors, keeping this research up to date for the purposes of cultivation, solicitation, and stewardship
- Plans and coordinates solicitation of donors via digital, direct mail, and in person strategies per level of commitment and specific appeal/s
- Participates in the planning and successful implementation of donor events
- Collaborates in the design of the Development division's various communication tools with a high level of sensitivity to the needs and interests of donors at each level and type of commitment
- Manages an annual prospect pipeline, initiating contact, following up, closing gifts, and maintaining consistent contact through focused stewardship activities
- Proactively updates donors on projects and activities of interest
- Working closely with the Associate Director, Development, supports special initiatives within the division and collaborates with other CCA divisions, including Communications, Digital and Administration

Compliance & Fulfillment

- Carries out calls, sends thank you letters, and otherwise reaches out as appropriate to ensure all donors are acknowledged and appreciated
- Creates and manages loyalty plans and stewardship activities for donors, including consistent recognition opportunities; ensures that donor benefits are fulfilled
- Implements best practices and effective use of the CCA's fundraising database to meet annual giving needs

Other

- Reviews and analyzes the success of appeal strategies, proposing changes as needed
- Evaluates and interprets qualitative and quantitative data, synthesizing information and preparing accurate reports that will help shape strategy
- Actively contributes to building a strong fundraising culture at the CCA by developing excellent working relationships with CCA colleagues and fostering a collaborative environment where philanthropy can thrive
- Understands, safeguards and presents the brand identity of the CCA

Required qualifications

- Education: Minimum of a bachelor's degree in relevant field/s
- Number of years of relevant work experience: 5 years of fundraising for non-profit organizations



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Competencies

- Excellent knowledge of spoken and written French and English
- Ability to translate and distill complicated subject matter into clear and compelling case statements—in writing and in person—that inspire, motivate, and invite action
- Excellent planning and project management skills
- Ability to build and sustain a network of relevant philanthropic contacts in Quebec, nationally, and [ideally] also internationally
- Experience with Raiser's Edge or other fundraising databases/CRMs is an asset

Please submit your application by email (rh@cca.qc.ca) before May 21, 2018 to the attention of Human Resources of the Canadian Centre for Architecture located at 1920 Baile Street, Montreal (Quebec) H3H 2S6. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer