



Director of Development

Next Step Ministries (NSM) is a Christian organization based in Calgary, whose vision is for women to exit sexual exploitation and discover their identity. Partnering with churches, other agencies and the community, NSM is committed to walking alongside these women as they break the cycles of addiction and abuse. NSM provides outreach services, housing, day classes, and follow care support for women exiting sexual exploitation.

POSITION SUMMARY

The Director, Development is responsible for building relationships with individuals, corporations and foundations that have the potential to make philanthropic or sponsorship gifts. This portfolio contains prospects and supporters at various stages of identification, cultivation, solicitation and stewardship. This role is a key contributor to the overall success of the NSM.

The incumbent will have strong experience in the technical aspects of fund development. This includes superior communication and relationship-building skills with donors, partners, prospects and volunteers. The incumbent will develop strategies tailored to maximize contributions to NSM through consideration of the prospect's linkage, interests and financial ability. S/he will be responsible for developing and maintaining a robust pipeline.

This is a full time position with consideration for part time. The Director of Development reports to the Executive Director (ED). This position requires some local travel meeting various stakeholders in the Calgary community.

MAJOR DUTIES AND RESPONSIBILITIES

Donor Development

- Work closely with the ED on the ongoing strategy and implementation of the donor development plan;
- Lead the fundraising / development portfolio;
- Clearly communicate the message of what Next Step Ministries does to relevant stakeholders;
- Public speaker and ambassador for Next Step Ministries;

- Learn about and implement current fundraising and donor development trends into the organization;
- Build and maintain relationships with potential, current, and past donors;
- Understand and explain current tax advantages of contributions to potential donors;
- Develop and implement a consistent stewardship strategy;
- Explore individuals and groups (churches and businesses) who share the same values and passion for what NSM does and invite them into partnership;
- Research and build campaign lists of potential foundations in Grant Advance, write and send out Letters of Intent (LOIs) and Proposals;
- Maintain relationships with foundations who currently fund the organization and work with the team to meet reporting deadlines;
- Apply to appropriate government grants;
- Ensure donor information is recorded accurately in Sumac;
- Oversee all fundraising events and campaigns;
- Compile and provide regular reports to the ED and the Board;
- Attend monthly staff meetings and board meetings as required.

QUALIFICATIONS AND SKILLS

- Undergraduate Degree with at least 5 years fundraising experience;
- AFP or CFRE registration an asset;
- Comfortable and confident at public speaking to convey the Next Step Ministries message;
- Proven experience raising funds for non-profit agencies;
- Highly motivated and results oriented;
- Solid understanding of various gift vehicles and their charitable tax implications;
- Must have a desire to serve and the ability to lead within Next Step Ministries;
- Able to be self-motivated, set own goals and targets and work independently;
- Have experience working with, or be willing to learn and study up on the current social issues surrounding sexual exploitation in Calgary and Canada;
- Administrative, with a focus on organization, timeliness, and details;
- Excellent communication, both verbal and written;
- Supervisory experience an asset;
- Have a valid driver's license and vehicle;

ADDITIONAL INFORMATION

- Must exercise good judgement in keeping sensitive information confidential;
- Will be provided with an office space;
- Must adhere to Next Step Ministries' values, statement of faith, and code of conduct;
- Must be able to work both individually and on a team

APPLICATION DETAILS

Please submit your application with a cover letter AND resume by email to info@nextstepministries.ca

Application deadline: December 7, 2018

We thank all applicants for their interest, however, **only** applicants selected for an interview will be contacted.