



Job Title:	Fund Development Manager	Job Category:	Senior Management
Location:	Veterans' House Canada 404 McArthur Ave Ottawa, ON K1K 1G8	Travel Required:	Yes
Level/Salary Range:	\$80,000 to \$85,000 per year	Position Type:	In person, Permanent Full-Time
Contact:	Alan Mulawyshyn Deputy Executive Director Veterans' House Canada	Application Process:	Please forward your résumé and a covering letter by 10 November 2023 to the email address below.

Applications Accepted By: email jobs@veteranshousecanada.ca

Job Description

Veterans' House Canada (VHC) is a registered national charitable organization based in Ottawa that helps homeless Veterans build a better future by providing permanent, affordable, and supportive housing. We opened our first Veterans' House: the Andy Carswell Building in Ottawa in February 2021 which contains 40 bachelor units and common areas designed around and for Veterans. Now that the proof-of-concept building is solidly running and given the needs of homeless Veterans across the country, VHC is intending to replicate it across Canada. Our initial target is to build four more buildings in the next five years. Veterans' House: the Andy Carswell Building is our pilot project and will serve as a template for future builds.

VHC is looking for an experienced and passionate individual to join our team as our Fund Development Manager. It is an exciting time to join us as we have annual fundraising objectives as well as a new, large capital campaign. Our *Helping Homeless Veterans* national capital campaign has the goal of raising \$25M in support of the construction of new buildings across Canada. This is an opportunity to leverage your experience in support of homeless Veterans. This position is open for immediate hiring upon a successful application process. The position is currently staffed part-time and a detailed handover will occur to the successful candidate.

ROLE AND RESPONSIBILITIES

You will be a key member of a small, dedicated team at VHC. You will report directly to the Executive Director, but work with the entire VHC team, Board of Directors, partners, and volunteers. You will plan and execute all aspects of our Fund Development initiatives including annual campaigns, the capital campaign, corporate donations, and fundraising events. Key roles and responsibilities include, but not limited to:

- Continue to develop and manage all Fund Development plans for VHC to include both the annual and national capital campaigns.
- Communicate VHC's mission, vision, goals, and objectives with all stakeholders.
- In conjunction with VHC's Communications & Marketing Manager, create fund development content for VHC social media platforms, capital campaign materials, newsletters, annual report and website in order to raise awareness, expand our donor base and assure alignment of all fund development initiatives and strategies.
- Contribute to the development of the VHC fundraising budget to match up with the organization's priorities.
- Develop and execute annual fundraising campaign focusing in and around Remembrance Week and Remembrance Day, as well as the year-end direct mail campaign.
- Maintain the donor database and maximize its features to support all fundraising initiatives.
- Develop and lead the execution of donor and partner appreciation events.

- Work with VHC Local Advisory Committees to tailor specific fundraising events that align with local key events.
- Prepare cases for support, grant applications and presentations for funding opportunities.
- Work with the Board of Directors, partners, and other volunteers to help fulfil fundraising goals.
- Other tasks as necessary and appropriate.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Post-secondary education in non-profit management, business administration or equivalent job experience.

At least 5 years of experience with non-profit operations and fundraising such as annual and major giving, sponsorship grants, fundraising events, capital campaigns and planned giving.

Proficient working with Microsoft Office Suite (Word, Excel, PowerPoint) and donor database software (such as Salesforce).

PREFERRED SKILLS

Certified Fundraising Professional Executive Certification.

Knowledge of Canadian Armed Forces Veterans and homelessness.

Bilingual (English/French)

PERSONAL SKILLS AND ATTRIBUTES

excellent organizing and planning skills, strong initiative, results oriented, excellent communication skills (written and verbal), relationship builder, confidence in self, compassionate, respect for others, acceptance of others, non-judgmental, good sense of humour, flexibility, positive attitude, excellent judgement, patient.

We thank all applicants for your interest; however, only candidates selected for an interview will be contacted.