



Position Title: Development Manager
Position Type: Full-Time
Reports to: Development Director/President
Experience: 5+ years

The Development Manager will play a key role in developing and implementing Yee Hong Foundation's individual, community and corporate fundraising strategies. This role will report to the Development Director or President.

Responsibilities:

- In collaboration with the Development Director set funding priorities
- Develop aspects of the Foundation's fundraising events, campaigns and programs
- Develop a phased, multi-year strategy and implement an individual giving program through direct mail, online donations, monthly giving, crowd-funding, third-party, major gifts, etc.
- Develop and implement corporate giving program
- Conduct research on individual and corporate funding prospects
- Develop and implement a donor recognition and cultivation program
- Manage and foster a relationship with donors and implement a management process with key donors
- Develop communication materials as required in collaboration with the Senior Public Relations Officer – appeal letters, donor correspondence, brochures, annual report, etc.

Qualifications

- Bachelor's degree required
- Minimum of 5 years' experience in fundraising, public relations/marketing and management
- Demonstrated abilities in strategic planning, problem solving and well-developed influencing, negotiating and sales skills
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture
- Experience in donor cultivation, grant writing, contracts management and special events
- Strong written, verbal, presentation and networking skills
- Strong interpersonal, administration and management skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Proficiency in Microsoft Office programs
- Knowledge and experience working with Raisers' Edge
- Valid driver's license and access to a vehicle

Yee Hong Community Wellness Foundation

The Yee Hong Community Wellness Foundation is the fundraising, communications and public relations arm of the Yee Hong community.

Our office is located at 60 Scottfield Drive, Scarborough. We thank all interested applicants however only those selected for interview will be contacted. Please submit your resume and cover letter to the Foundation at foundation@yeehong.com, by October 16, 2020.

