



JOB POSTING

JOB TITLE –	MANAGER, DEVELOPMENT AND COMMUNICATIONS
Location:	Ottawa, Ontario, Canada
Reports to:	Executive Director
Job Status:	1FTE
Salary Range:	\$60,000 - \$66,000 per year plus benefits

ABOUT US – For over 46 years, Rideauwood Addiction and Family Services, a community-based, non-residential treatment centre, has been offering group and individual treatment, public education, training and consultation services to people in our community who are struggling with substance use, behavioural addiction problems and related mental health issues. Our compassionate, adaptive, expert and collaborative approach has earned Rideauwood a trusted place in the Ottawa community and the surrounding region as a leader in the addiction and mental health care field.

Our programs are available to youth, young adults (age 12 to 25) and adults. We know that substance use and addiction also affects parents, family members and friends and we have developed programs to support them as well. We work closely with our clients to provide treatment programs and services that meet their unique needs, at any point in their journey.

THE OPPORTUNITY – POSITION OVERVIEW

This is a brand new full-time position at Rideauwood and a unique opportunity for a relationship builder with a fundraising track record of success.

Rideauwood Addictions and Family Services (“Rideauwood”) is seeking a Manager of Development and Communications (MDC). This role will report directly to the Executive Director (ED) and work closely with the Fund Development Committee of the Board of Directors at Rideauwood. The MDC will be responsible for building the organization’s development program through effective engagement, communications, and fundraising activities to inspire donors into sustainable giving to support our life changing programs and move the mission of Rideauwood forward.

As an active member of the Rideauwood Management Team, this position requires a “roll up your sleeves” individual who can work independently, prioritize and multi-task various tasks while owning their responsibilities and communicating results clearly and effectively.

RESPONSIBILITIES INCLUDE:

- Develop and implement a fundraising strategy and plan that supports all development streams including (annual fund, special events, major gifts, monthly giving, memorial/legacy giving, corporate partners and foundations).
- Create and maintain strong relationships with donors and stakeholders.

- Increase presence of Rideauwood on social media platforms to raise awareness and revenue.
- Develop communications and marketing materials that support fund development programs including proposals, presentations and cases for support highlighting current fundraising priorities.
- Manage scheduling , content development, uploading of regular posts and updates to Rideauwood's website and accounts of Facebook, Instagram , Twitter, etc.
- Make presentations in the wider community in an attempt to build strong relationships and presence in the community.
- Analyze the effectiveness of various fundraising tactics and messages. Adapt future appeals accordingly.
- Provide exceptional customer service to donors through donor communications and correspondence.
- Manage Rideauwood's donor database.
- Generate strategic reporting documents as required, which include the capacity to run queries, and support prospecting and fundraising activities.
- Identify grant opportunities to fund the organization's budget and respond to emerging program needs and opportunities.
- Build and apply metrics to the fundraising plan including key indicators.
- Perform other duties as assigned.

REQUIREMENTS

- Post-secondary degree in a related field.
- Further educational pursuits related to Fundraising and Donor Management.
- Fundraising professional with 3 to 5 years of experience across a range of portfolios with experience in a complex not-for-profit organization with a demonstrated track record of successful relationship management.
- Ability to relate effectively with diverse audiences, including: Board members, donors, staff, corporations, and community audiences.
- High level of proven organizational skills.
- Compelling communicator, with strong written and verbal communication skills.
- Must possess a high level of attention to detail and excellent proofreading skills.
- Strong ability with MS Office Suite programs (Word, Excel, PowerPoint), as well as familiarity with donor database programs; graphic design skills are a definite asset.
- Proven ability to be flexible and autonomous, as circumstances dictate.
- Comfortable working collaboratively and independently.
- Driven individual who displays initiative and motivation for action by proactively moving activities and issues forward.
- Energetic, positive, outgoing, self-directed, passionate, collaborative; an out-of-the-box thinker willing to go the extra mile to achieve highest-possible results.
- English proficiency is mandatory, Bilingualism (English French) is highly desirable; and,
- Certified Fund Raising Executive designation (CFRE) preferred.
- Valid driver's license and access to a vehicle is required

WORKING CONDITIONS

The organization's activities and programs offer exciting changes to work routine throughout the year, but some of the typical working conditions for the position are listed below:

- Working independently and/or as part of a management team.
- Position includes both in-office and remote work.
- Manual dexterity required to use desktop computer and peripherals.
- Some evenings and/or weekends may be required.
- Moderate physical activity including walking, standing, sitting, and lifting in a professional office environment.

Rideauwood is an equal opportunity employer. Should any accommodations be required by applicants during the selection process, please notify jlymer@rideauwood.org

Posting Closes: June 27 at 5pm. Interested parties please submit your CV and letter of application to jlymer@rideauwood.org

Disclaimer: Because of the changing nature and work to be done, this job description is not designed to cover or contain a comprehensive listing of the activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

Please Note: All candidates must successfully complete a Criminal Records check with the Vulnerable Sector prior to commencing employment at Rideauwood Addictions and Family Services