
Manager, Partnerships & Engagement

Since 1940, the Christmas Bureau of Edmonton has provided a festive meal and coordinated holiday giving to Edmontonians in need. Non-denominational and accessible to all, the Christmas Bureau provides those in need a one-stop application process to receive a festive food hamper or food gift card through the Hamper Program and a gift card for teens age 13 to 17 years through the Adopt-A-Teen Program.

Currently, the Christmas Bureau is looking for the right individual to fill the position of Manager, Partnership and Engagements (FT).

We are looking for someone who has a passionate and committed approach to fund development practices, embraces engagement and growing a variety of partnerships, and understands the impact of food insecurity in our community. The right person for the role is someone who gets excited about new opportunities, is capable of developing new and innovative engagement strategies, and has a proven track record in developing relationships with internal and external stakeholders.

The Manager, Partnerships & Engagement is responsible for the development and execution of an integrated and long-range cultivation, solicitation, and stewardship plan of current and prospective relationships to support the Christmas Bureau of Edmonton in meeting its organizational and financial sustainability goals. This will involve working closely with the Executive Director, staff, and volunteers to identify, cultivate and solicit donations to specific projects and for general support, and implement strategies for donor retention, acquisition of new donors, as well as stewardship and recognition supporting the Christmas Bureau's long-term strategic development, partnerships, and sustainability.

Duties and Responsibilities

- Develop, implement, and evaluate an annual fund development plan and budget outlining key initiatives, measures and financial targets for partnerships, community fundraising projects and events, gift in-kind donors, and grant applications.
- Secure corporate and media partners, annual and major donors, community fundraising initiatives, grants, and gift in-kind donors.
- Lead donor research projects and implement engagement strategies.
- Develop, lead, and implement a Legacy Giving Program.
- Support Christmas Bureau volunteers to maximize their effectiveness as fundraisers and Ambassadors.
- Collaborate with the other members of the Christmas Bureau team in leading the development of partnerships, funding proposals, gift agreements, and other donor communication materials and ensure the highest standard in the management of donor communications.
- Formulate and implement a donor stewardship and recognition program including providing regular updates, invitations to events, written reports, and engagement with Christmas Bureau Board and Committee members.
- Oversee the maintenance of the donor database including records inputting, updating, reporting, and moves management actions tracking.
- Initiate, manage, and support the execution of events, including fundraising, cultivation, recognition, and stewardship on a variety of scales.

- Effectively communicate the Christmas Bureau's vision, fundraising priorities, and donor impact through storytelling.
- Represent the Christmas Bureau at external events for networking, stewardship, and cultivation of partners.
- Evaluate, prepare, and make recommendations for improvements to the Christmas Bureau fund development and marketing and communication operational plans.
- Act as media spokesperson for the Christmas Bureau in the absence of the Executive Director and/or as directed by the Executive Director.
- Immediate supervisor for two roles – Marketing & Communications Specialist and Database Administrator.
- Other duties and responsibilities as assigned.

Required Skills, Knowledge and Attributes

- Related degree with a minimum of five years of progressive experience in fundraising, partnership development. Equivalencies will be considered.
- CFRE (Certified Fund-Raising Executive) certification, or in the process of obtaining certification, is an asset.
- Experience in annual giving, major gift and planned giving campaigns.
- Excellent project management, presentation, and relationship-building skills.
- Proven exceptional donor/partner relations experience and solid understanding of best practices in donor/partner cultivation, closing, acknowledgement, recognition, and stewardship.
- Experience conceiving, planning, and delivering fundraising, cultivation, and stewardship events.
- Exceptional active listening skills and excellent attention to detail.
- Excellent communication skills, oral and written, with the ability to effectively persuade and inspire others to support the Christmas Bureau of Edmonton's mission and mandate.
- Ability to work independently, communicate at all levels with confidence and exercise sound judgment, tact, and confidentiality in relation to donors and the public.
- Ability to work in a fast-paced environment, prioritize, and multitask.
- Strong interpersonal skills and team player with a flexible and helpful attitude and outlook.
- Experience in use of Keela or other CRM software and general proficiency in the use of MS Office software.
- Knowledge of CRA charity guidelines and the AFP Code of Ethics.
- In possession of a valid driver's license.

Conditions of Work

- The Christmas Bureau office is located at 8723 82 Avenue NW, Edmonton.
- Underground secured parking is provided.
- Some evening and weekend work is required.
- Access to a vehicle is required.
- A criminal record check must be completed.
- The Christmas Bureau offers a hybrid work environment with no current minimum required days in the office. Specific requirements will change throughout the year dependent upon organizational needs and will be discussed with each employee as appropriate.



Salary Range and Benefits

- Annual salary in the range of \$77,000 to \$87,000 with a comprehensive benefit package, three weeks of annual vacation, and a strong work-life balance

HOW TO APPLY

Qualified candidates may submit their cover letter and resume to Adam Zawadiuk, Executive Director, at mail@christmasbureau.ca with the subject line – Manager, Partnerships & Engagement.

This posting will remain open until June 28th, 2024.

Thank you for your interest in employment with the Christmas Bureau of Edmonton. The Christmas Bureau of Edmonton is an equal opportunity employer and is committed to an equitable and inclusive workforce and encourages all those who may contribute to the further diversification of ideas and experiences to apply. We will be reviewing applications to select the candidate whose qualifications, experience, and attributes most closely meet our needs. Only applicants selected for interviews will be contacted.