

Fund Development Specialist Temporary Full-Time

WIN House is currently searching for a full-time Fund Development Specialist to complete a temporary one-year contract. The successful candidate will work closely alongside a talented Fund Development Team to plan, organize and execute all of WIN House fundraising including major gifts program, planned giving, third party fundraising, grant application research and preparation, and donor stewardship.

What you'll do:

- Participate in the development of WIN House's annual fundraising and communication plan
- Meet prospective donors and supporters on a continual basis to build and maintain positive relationships
- Grow a major gifts program including identification, cultivation, and solicitation of major donors
- Management of the DMS system (Currently using CanadaHelps)
- Work with the Director of Development to create a planned giving program with a focus on deferred gifts such as bequest expectancies
- Help design an annual fund program, including mailings and annual fundraising drives
- Support and provide input on capital campaigns and other major fundraising drives
- Other related duties as needed

What we're looking for:

- A minimum of five years' experience in professional fundraising
- Must embrace the mission and vision of WIN House
- Knowledge and experience in fundraising techniques, particularly major gift fundraising
- Be a self-starter and goal-driven to initiate donor visits, build external relationships and fundraising calls
- Be organized and exhibit follow through on tasks and goals
- Have strong interpersonal, and relationship building skills, display a positive, can-do attitude, and show concern for people and community
- Excellent oral and written communications skills, with a minimum of 2-3 years writing grant proposals, reporting, (other)

The successful candidate will be required to submit a Criminal Record Check, a valid drivers licence, and a current Child Welfare check. Please submit applications to Denise Wladyka, Director of Human Resources at HR@winhouse.org. This competition will remain open until a successful candidate is found.

WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and

expression; and all those who may contribute to the further diversification of ideas and the organization to apply.

Suitable applicants will be contacted directly. No telephone inquiries please.