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kelownawomensshelter.ca

## Development Manager

Since 1980 the Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS), has provided individualized domestic abuse support, domestic abuse education, shelter, and basic needs including food and personal items, to women and children leaving abuse and violence.

We are currently seeking a Development Manager. This is a full-time position, 37.5 hours per week, Monday to Friday, offering a competitive salary and benefits package. This position includes some evening and weekend work.

### SUMMARY

The Development Manager adheres to the mission, vision, values, philosophy, and policies of KWS, and:

- Manages the daily activities of the Kelowna Women's Shelter's development programs.
- Assists in the development of goals and strategies for all fundraising campaigns.
- Plans and implements marketing programs and special events to maximize prospect/donor engagement.
- Develops and maintains a prospect portfolio to optimize fundraising opportunities.
- Manages the Development Team in the day-to-day performance of their job.
- Ensures that project milestones/goals are met and adhering to approved budgets.
- A basic working knowledge of domestic abuse and its impacts, and of relevant community resources.

### Reporting the Executive Director this position will be responsible to:

- Perform duties related to daily departmental activities including fundraising, donor stewardship, marketing, communications, and volunteer management.
- Maintain familiarity with legislation, regulations, policies, and best practices related to fundraising, marketing, and volunteer management.
- Develop and execute donor acquisition, retention, and recognition strategy.
- Lead community engagement activities for the purposes of fundraising and marketing of Shelter programs and services.
- Organize, attend, and speak at events on behalf of the Shelter.
- Engage in community advocacy activities to increase community knowledge of and involvement with the Shelter.

- Conduct media relations activities on behalf of the organization.
- Regularly update and maintain all marketing materials.
- Collaborate with the Director, Programs and Services and Financial Controller to assess areas in greatest need of funding.
- Prepare departmental budget in collaboration with the Financial Controller.
- Monitor and authorize departmental expenditures and maintain financial records in accordance with established procedures.
- Identify and set appropriate departmental KPI and strategies to reach them.
- Perform both internal and external data collection and analysis.
- Evaluate and assess efficacy of departmental activities and strategies.
- Take part in organization's strategic planning process.
- Perform other related duties as required.

### **Qualifications**

- Post-secondary degree in Public Relations, Marketing, Communications, or Business preferred, or an equivalent combination of education, training, and experience.
- 3 years of recent fundraising management experience.
- Experience managing employees and volunteers is essential.
- Must have a valid BC Driver's License.
- Successful completion of a criminal record check
- CFRE (Certified Fund Raising Executive) designation considered an asset.

### **Skills & Abilities**

- Demonstrated ability to manage budgets and hit fundraising targets.
- Experienced and skilled at building long term relationships.
- Demonstrated effectiveness in fundraising campaigns, stewardship, individual donor solicitation and event planning.
- Ability to administer good judgement that prevents a negative impact on the organization, Board, and its members.
- Demonstrated ability to manage and use data entry/fundraising software platforms and other relevant computer software programs such as Microsoft Office, Word, Excel, etc.
- Skilled in collection, analysis, and interpretation of data and statistics.
- Exceptional verbal and written communication, public speaking, and presentation skills.
- Willingness to work flexible hours, including evenings and weekends.

If you are interested in applying for this position, please email your resume and cover letter to [careers@kelownawomensshelter.ca](mailto:careers@kelownawomensshelter.ca)

This posting will remain open until the right candidate is found.  
We thank all those who express interest in this opportunity however only those short-listed will be contacted.