



Job Posting: Fund Development & Marketing Director

Immediate Full-Time Contract Position effective March 1, 2012

The Dam is a non-profit humanitarian Christian organization whose focus is to develop, assist and mentor youth. We connect with youth and young moms through three key programs:

OUTREACH to 5,000 + teens a year in their schools and in the community.

DROP-IN for youth-at-risk, welcoming over 11,000 youth visits every year.

YOUNG MOMS PROGRAM helps 75 pregnant teens, young moms and their children—30 of them weekly.

Overview:

The position of Fund Development & Marketing Director includes development of fund-raising strategy for the organization and the preparation and presentation of grant applications to potential foundations and corporate donors.

Major Responsibilities

- To develop fund-raising strategy for the organization
- To develop marketing strategy
- To increase financial donations to the organization
- Develop relationships with potential funders
- Responsible to research suitable foundations & corporate funders
- Responsible to prepare funding applications
- Responsible for creating & publishing quarterly newsletter
- Responsible for creating & publishing promotional brochures
- Responsible for advertising for the organization

Volunteer Responsibilities

- Recruitment (including interviewing, creating files, collecting documentation)
- Training (ensuring that the volunteers are receiving opportunity for development)

Qualifications and Experience:

- Relevant University or College Degree
- 3+ years related experience
- Fundraising experience
- Above average management skills
- Strong technical skills in Excel/Word/Publisher etc
- Above average communication skills
- Visionary
- Team player
- Good networking skills
- Ability to multi-task
- Strong organizational skills

Assets:

- Previous working experience with non-profit organization
- Presentation skills
- AFP Member and/or CFRE designation

Accountability:

- Reports to the Executive Director

Working Conditions:

- Office/Home Office
- Various locations for fundraising events and speaking engagements
- Various locations for meetings/conferences/seminars/retreats
- Full-time position of 40 hours p/week-flex hours as required(can be weekends)