Archway Community Services has been helping people since 1969. We provide more than 90 programs and services to clients at every stage of life that includes Abbotsford’s Food Bank and Foundry as well as immigrant and refugee settlement. This position is a great fit for someone who loves to see the impact of their work in the local community.

Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

We offer a competitive benefit package that includes extended health and dental as well as a pension plan. Archway was recently recognized as a top 5 finalist in the 2021 Charity Village Best Non-profit Employer – Workplace Mental Health (20+ staff).

**JOB SUMMARY**

The Manager of Philanthropy Services leads the Philanthropy Services team towards developing and delivering an effective multi-year philanthropy program to support the ongoing programs, projects and activities of Archway Community Services. This position reports to the Director of Operations and works closely with the Executive Director, the Board Philanthropy Services Committee and the Philanthropy Services Team.

Philanthropy Services support a wide range of Archway programs and services and therefore, the Manager of Philanthropy Services works in partnership with senior management and the identified programs and services who are recipients of the donated dollars to deliver the goals of the annual Philanthropy operational plan.

**RESPONSIBILITIES**

- Supervises and leads an experienced Philanthropy Services team.
- Responsible for the effective administration and day-to-day operations of Philanthropy Services.
- Develop and implement an annual philanthropy operational plan outlining activities, timelines and budgets in consultation with the Philanthropy Services committee, Philanthropy Services team, the Finance team and other key stakeholders.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships, contact corporate representatives, major donors, or community leaders to increase awareness of organizational causes, activities or needs.
- Identify, research and cultivate relationships with potential donors.
- Prepare, and/or assist with preparation of communications materials with the Marketing and Communications team linked to major gifts, fundraising campaigns and support to donor engagement.
- Ensures that the financial donations are receipted properly and recognized in the appropriate time and manner.
• Review technology and platforms currently being used and research new options as needed to increase efficiency and reporting ability.

**REQUIREMENTS AND QUALIFICATIONS**

**Education and Certification:**

• Bachelor’s/Master’s degree with specialization in Fundraising/Philanthropy, Business Administration, Communications, Marketing, or Public Relations, and/or, current Certified Fundraising Executive (CFE) designation.
• A Satisfactory Criminal Record Check
• A valid Driver’s License and satisfactory driver’s abstract
• A member in good standing of the Association of Professional Fundraisers Canada (AFP)

**Experience:**

• Minimum 5 years of experience leading a philanthropy services team
• Current Certified Fundraising Executive (CFRE) designation and/or post-secondary education in a related field (e.g. communications, public relations, business administration).
• A member in good standing of the Association of Professional Fundraisers Canada (AFP)
• Experience in the charitable, non-profit sector is desirable
• Experience in major gift cultivation including planned giving is preferred
• A satisfactory Criminal Record Check

**Knowledge and Skill Set**

• Strong verbal, written, and active listening skills, able to communicate effectively and respectfully with a wide variety of people.
• Strong planning, organizing, and time management skills, able to manage competing priorities and ongoing issues and initiatives.
• Ability to analyze prospective donors and their gift potential related to an understanding of the community and market awareness.
• Demonstrated knowledge of CRA guidelines.
• Strong computer literacy, able to use a variety of devices, software and applications including Microsoft Office365.
• Demonstrated knowledge of donor software platforms.
• Well-developed innovative, solution-focused thinking using available resources and/or entrepreneurial opportunities.
• Strong ability to use discretion and judgement when working with confidential or sensitive information.
• Strong ability to think critically, systematically and analytically.
• Strong supervisory skills including coaching, mentoring, goal setting, problem solving, building relationships and trust, and creating autonomy and accountability.
• Demonstrated budgeting skills, able to create, manage and update budgets and review monthly financial statements.
• Takes a diplomatic and collaborative approach to compliance, change, conflict resolution and problem solving.
• Able to work effectively with individuals at all levels both internally and externally.
• Committed to continued professional growth and development.
Working Conditions

• This position requires the ability to work from home and the office (hybrid).
• This position includes frequent interruptions, a strong ability to switch task is needed.
• This position requires a valid drivers’ license and reliable transportation.

Closing date is January 11, 2022

TO APPLY

Interested applicants are to reference Posting 2021-31-01 in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca
Subject: Job Posting 2021-31-01

No phone calls please. Only short-listed applicants will be contacted.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway’s goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.