The Salvation Army – Canada and Bermuda Territory

Position Title: Development Manager
Division: Alberta and Northern Territories
Ministry Unit/Dept: Public Relations and Development
Location: Calgary
Reporting To: Divisional Director of Development

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement
The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Core Values:
The Salvation Army Canada and Bermuda Territory has four core values:
Hope: We give hope through the power of the gospel of Jesus Christ.
Service: We reach out to support others without discrimination.
Dignity: We respect and value each other, recognizing everyone’s worth.
Stewardship: We responsibly manage the resources entrusted to us.

POSITION PURPOSE SUMMARY:
This position will support the Divisional Director of Development in providing leadership to the Development staff in the Calgary office, as well as management of the office. This position provides leadership in the areas of major gifts, legacy gifts and funding proposals.

Accountabilities:

1. Development
   • Provide input with the development and implementation short and long term goals and objectives for the Development Department;
   • Support the Divisional Director of Development on the effectiveness of established department goals through reviews and analysis;
   • Participate in developing budgets, reports, statistics, and information necessary for a fair evaluation of the Development department;
   • Responsible for a portfolio of donors and donor prospects who give at a Major Gift and Legacy Gift level.

2. Marketing & Outreach:
   • Provide direction and support to the Calgary Charitable Gift Advisors in the development and presentation of planned giving seminars;
   • Provide direction and support to the Calgary Charitable Gift Advisors in promoting, cultivating and securing major gifts and planned giving donations;
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- Provide direction and support to the Calgary Charitable Gift Advisors in their research, development, and preparation of funding proposals and ensure the necessary follow up takes place;
- Assist the Divisional Director of Development in monitoring and evaluating Major Gift and Legacy Giving fundraising results to ensure they are in line with our strategic direction;
- Provide direction and support to the Calgary Development team in the organization of donor appreciation events.

3. Administrative and Staff Management:
- Oversees hiring, orientation, training of performance manage of the Calgary Development staff
- Oversee the daily administration of the Calgary Development office;
- Provide direction and support to the Administrative Assistant;
- Consideration to other work related duties in collaboration with Divisional Director of Development;
- Perform performance reviews annually of the Calgary Development team.

CRITICAL RELATIONSHIP MANAGEMENT

Internal:
- Serve on boards, committees, and councils as required by the Divisional Director of Development
- Manages advisory relationships with ministry unit leaders

External:
- Manages advisory relationships with donors, funders
- Serve on external boards, committees, and councils as required by the Divisional Director of Development

MANAGERIAL/TECHNICAL LEADERSHIP RESPONSIBILITY:
- Report directly to the Divisional Director of Development
- Responsible for the direct supervision of Charitable Gift Advisors and Administrative Assistant in the Calgary office

FINANCIAL AND MATERIALS MANAGEMENT:
- Provides approval for up to $10,000
- Manages orders for office supplies and kitchen supplies;
- Responsible for ensuring donations received in the Calgary office are processed in a timely manner;
- Responsible for ensuring petty cash is handled and recorded correctly.

WORKING CONDITIONS:
- Working environment is typically in the office
- Some travel in the Alberta & Northern Territories Division, including attendance at offsite meetings
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The above responsibilities must be discharged in accordance with The Salvation Army’s Mission Statement, in a professional manner, exemplifying Christian standards of conduct.

Education, Qualifications and Certifications:
- Post-secondary degree in related field
- CFRE Certification is required
- Membership in AFP or CAGP an asset
- Valid Driver’s Licence with access to a personal vehicle for business purposes
- Equivalent combination of education and experience will be considered

Experience and Skilled Knowledge Requirements
- Minimum of three years’ experience in fund raising is required, preferably in a not-for-profit setting
- Experience of success with gifts greater than $25K as well as working knowledge of annual fund and planned giving theory;
- Demonstrated experience coaching and leading staff
- Experience with the technical aspects of planned giving an asset;
- Respect and understanding of The Salvation Army - its mission, culture, and values
- Working knowledge of The Salvation Army policy and procedures an asset

Skills and Capabilities:
- Ability to create and execute budgets;
- Strong interpersonal skills and ability to work both independently and as part of a team;
- Superior organization and communication skills, comfortable with public speaking;