### Employment Opportunity - Posting
The Salvation Army Alberta & Northern Territories Division

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Development Manager</th>
<th>Competition #:</th>
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<tbody>
<tr>
<td>Ministry Unit Name:</td>
<td>Public Relations &amp; Development</td>
<td>Status/Hours:</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$52,852 to $79,279 per annum</td>
<td>Regular Full Time; 35 hours per week</td>
</tr>
<tr>
<td>Work Address:</td>
<td>3060 17 Ave. SW, Calgary, AB</td>
<td>Date posted:</td>
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<td>February 18, 2020</td>
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<td>Posting Expires:</td>
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<td>March 31, 2020</td>
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<td>Applications Accepted By:</td>
<td></td>
<td>Mail: The Salvation Army DHQ</td>
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<tr>
<td>E-mail:</td>
<td><a href="mailto:info_AB@can.salvationarmy.org">info_AB@can.salvationarmy.org</a></td>
<td>9618 101A Ave.</td>
</tr>
<tr>
<td>Attention:</td>
<td>Human Resources</td>
<td>Edmonton, AB</td>
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<td></td>
<td>Please no phone calls.</td>
<td>T5H 0C7</td>
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### MISSION AND VALUES:
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 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:
The Development Manager supports the Divisional Director of Development through providing leadership to the Development team in the Calgary office. Provide expertise and leadership in the areas of major gifts, legacy gifts and funding proposals.

### KEY RESPONSIBILITIES:

#### 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.

#### 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;
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;

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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.

Administrative and Staff Management:
Oversee staffing needs, providing direction and support
Daily administration of the Calgary Development office.

Some travel in the Alberta & Northern Territories Division, including attendance at offsite meetings

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education/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:
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. Experience with the technical aspects of planned giving an asset;
Demonstrated experience coaching and leading staff
Respect and understanding of The Salvation Army - its mission, culture, and values
Working knowledge of The Salvation Army policy and procedures an asset

Required Skills/Knowledge:
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.

Successful candidates, prior to hiring, may be required to provide:
Validated educational documentation
Background check consent
Valid criminal records check
A clean drivers abstract

DAYS and HOURS of work: Monday – Friday, 8 am to 4 pm. Ability to be flexible in work hours and willingness to adjust hours of work to meet work demands is a requirement of the job.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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