



Job Opportunity

Manager, Development

Surrey Libraries is an innovative and award-winning library system that provides a wide range of materials, programs, and information services to the community. We are a growing library system, recognized for our ability to respond creatively to our active and diverse community through outreach to community groups and partnerships with agencies. In addition to our collections, progressive use of technology and a wide variety of digital resources, we specialize in genealogical materials and multilingual collections in 16 languages. Our 10 branches, together with our website www.surreylibraries.ca and Mobile Library serves a population of more than 700,000. We are committed to environmental stewardship by recently becoming the first library in Canada to pursue and obtain the Sustainable Libraries Certification Program.

There is an opening for the position of **Manager, Development** at **Library Administration - City Centre Branch**. This is an exempt full-time (35 hours per week) position reporting to the Director, Communications and Advancement. The Manager of Development is responsible for managing and implementing the Library's fund development plan and strategically advancing the organization's philanthropic objectives.

Major Responsibilities and Duties

- Plans, organizes, and directs all aspects of fundraising at Surrey Libraries, including cultivating and maintaining relationships with donors, sponsors, and foundations, to secure gifts and ongoing support.
- Plans and organizes Annual, Major Gifts and Planned Giving programs and campaigns, when appropriate.
- Identifies and pursues grant application opportunities.
- Coordinates the development and implementation of online fundraising opportunities.
- Prepares analytical reports and financial summaries on fundraising activities.
- Develops and manages a robust stewardship plan to support ongoing communications with donors and sponsors.
- Maintains operational oversight of fundraised dollars, ensuring funds are recorded and reported with accuracy.
- Directs, trains, and evaluates staff assisting with fundraising.
- Manages the donor database.
- Keeps abreast of changes to legal and regulatory requirements for charities.
- Develops and recommends policies, methods, procedures, and practices relating to fundraising. Ensures that standards of service are maintained and consistently applied.

- Develops, implements, and evaluates marketing and communications tactics for the fundraising program.
- Contributes to the development of strategies and plans for Surrey Libraries and supports their implementation.
- Represents the Library in Labour Management matters, as necessary.
- Performs other related duties.

Qualifications, Knowledge, and Skills

- Bachelor's degree in philanthropic studies, marketing, communications, or related field.
- Five years progressive experience in fundraising.
- Certified Fund Raising Executive (CFRE) designation or post-secondary certificate in fundraising preferred.
- Knowledge of fundraising principles, practices, and trends.
- Demonstrated skills in identifying and cultivating prospective donors and sponsors, securing support, and maintaining strong relationships.
- Demonstrated skills in program planning, including ability to analyse and report on program results.
- Excellent organisational and interpersonal skills.
- Excellent verbal and written communication skills.
- Knowledge of promotional techniques and marketing trends.
- Ability to take initiative and manage projects through completion with minimal supervision.
- Ability to manage and organize multiple projects and work under time constraints.
- Ability to manage and lead others, with ability to delegate and give clear direction.
- Ability to research and analyse subject matter, identify issues and trends, and generate summaries and recommendations.
- Ability to be flexible and adaptable to change in work processes and work in a fast paced and stressful environment.
- Ability to think creatively, implement new ideas, and champion change.

Salary: \$100,843 – 115,056

How to apply

If you are interested in this opportunity, send your cover letter and resume with the subject "Manager, Development - Your first name and last name" to SPLEmployment@surrey.ca. The deadline is **Thursday, October 1, 2026**.

We thank in advance all applicants who apply and advise that only those selected for an interview will be contacted.