

BLUEDOOR

Title: Resource Development Manager (Grants)

Job Status: Full Time, Permanent

Hours of Work: 40 Hours/Week

Job Region: All Blue Door Locations

Salary: \$60,000 - \$75,000

Deadline to Apply: April 26, 2024

Job Summary

Reporting to the Director of Resource Development, the Resource Development Manager will provide support in all aspects of fund development with an emphasis on grant writing and stewardship for Blue Door's social enterprise "Construct".

Responsibilities

Grant Writing

- Writes funding proposals and grant applications, including preparing budgets, work plans, and other required deliverables for Blue Door's social enterprise Construct and as needed Blue Door's other programs.
- Works closely with the program teams to gather program information required for submitting applications.
- Uses Salesforce to oversee grant tracking including past and upcoming funding opportunities and submitted grant applications.
- Research and evaluate funding opportunities to identify prospects aligned with Blue Door's strategic plan.
- Oversee the development of the prospect pipeline.
- Distribute proposal writing opportunities among team members including the direct report, and the Resource Development Coordinator.
- Develop a case for support for Blue Door's services.
- Manage funding renewals and support with reporting, in addition to seeking new funding.

Stewardship and Communications

- Manage the planning and execution of customized recognition and stewardship plans for funders (e.g. stewardship events, donor tours, year-end thank you's, etc.).
- Engaging donors and funders through regular updates about Blue Door and projects.
- Working with Blue Door's Marketing & Communications Manager to spotlight and recognize funders in the media, social media, and e-newsletters.
- Support in writing other marketing, fundraising, and organization materials when needed.
- Establish and maintain strong relationships with Blue Door's funders, individual donors, and community partners.

Revenue Generation

- Support with the planning and execution of all Blue Door's fundraising campaigns, including direct mail, signature events, and third-party fundraising.

Additional Operational Assistance

- Support the Office Manager with donor data entry, receipt, reporting, and timely oral and written communication to donors.
- Positively communicate to the community Blue Door's goals and work at every opportunity.
- Represent Blue Door in relationships with select funders and sector stakeholders, as required.
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Work cooperatively alongside and support all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilize effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Foster positive and appropriate relationships with clients, colleagues, community partners, and volunteers.
- Provide referrals and follow-up as necessary.
- Meets with their manager on a regular basis and participates in the completion of annual performance evaluations.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.
- All employees must be able and willing to work within all programs and with flexible schedules.

Qualifications

- Post-secondary education in fundraising, event management, communications, or a related field.
- 3-5 years experience in grant writing, fundraising, and/or not-for-profit communications.
- Strong writing skills with the ability to deliver targeted impactful communications to different audiences.
- Excellent organization skills and time management.
- Previous experience with Salesforce and DonorPerfect is considered an asset.
- Proven experience in managing multiple projects simultaneously.
- Knowledge of the housing/homelessness sector and fundraising best practices are an asset.
- Able to work independently but also as part of a team.

- Excellent problem-solving skills, research skills, and ability to follow through with a high sense of urgency.
- Sound judgment, tact, and ability to maintain confidentiality.
- Proficiency in Microsoft Office applications.
- Possess computer skills with specific competence with spreadsheets, databases, etc.
- Valid Vulnerable Sector Screening.
- Valid Driver's license, reliable vehicle, and insurance. Ability to travel throughout York Region.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca