



Fund Development Manager

Who we are:

At Two Wheel View, we believe a bicycle can do far more than move someone from one place to another. It can build confidence, create connection, open opportunities, and change the trajectory of a young person's life. Through bicycle education programs, mentorship, and hands-on experiences, we support youth in developing leadership skills, resilience, self-esteem, community connection, and employment readiness.

We are a mission-driven charity and social enterprise that uses the bicycle as a vehicle for change. Our work is rooted in the belief that all youth deserve the opportunity to reach their full potential. Every program, bike donation, refurbished bicycle, and community partnership contributes to creating meaningful experiences for youth and young adults ages 12 to 24.

Our team is made up of passionate changemakers who embrace our values (Respect - Authenticity - Resiliency - Adventure - Community). We work collaboratively, lead with empathy, and believe that real growth happens through meaningful relationships and real-world experiences. Like riding a bike, positive change takes balance, persistence, and forward momentum.

If you are excited about building stronger communities, empowering youth, and contributing to work that creates lasting impact, we encourage you to join us.

Where you fit in?

As a member of the Leadership Team, the Fund Development Manager leads all fund development and community engagement activities. This includes all donor engagement activities that support the sustainability and growth of Two Wheel View's programs, and community impact. This role reports to the Executive Director, supervises one direct report (Community Engagement Coordinator), and works closely with the Leadership Team, board members, donors, sponsors, community partners, and supporters to strengthen funding relationships and identify opportunities that support the organization's mission and long-term sustainability.

The role balances relationship-building, fundraising strategy, donor stewardship, campaign coordination, partnership development, grant and sponsorship opportunities, and fundraising administration. The Fund Development Manager plays a key role in communicating the impact of Two Wheel View's work and helping secure the resources needed to support youth programming and organizational growth.

What you'll focus on:

Fund Development Strategy and Revenue Development

- Lead fundraising strategy and planning in collaboration with the Executive Director and Leadership Team members.
- Researching and identifying individuals, corporations, foundations, and funding opportunities aligned with Two Wheel View's mission and programs

- Work closely with leadership and program teams to understand funding needs, program impact, and organizational priorities
- Evaluate Requests for Proposals (RFPs) to assess eligibility, alignment, and feasibility for Two Wheel View, and lead grant writing and submission activities
- Organize major campaigns, both internal and external partnerships (e.g. Birdies for Kids)
- Maintain an up-to-date, multi-year pipeline of active and prospective funding sources

Stewardship

- Building and maintaining relationships with donors, sponsors, funders, community partners, and supporters
- Acting as an ambassador for Two Wheel View and supporting positive relationships with funders, donors, partners, and community stakeholders
- Lead the planning and organizing of various stakeholder events such as Vehicle for Change

Community Engagement

- Communicating the impact of TWV's programs and activities to donors, supporters, and community partners
- Ensure social media channels convey accurate and compelling stories that depict TWV's brand and impact
- Preparing and coordinating donor communications, stewardship activities, events, sponsorship opportunities, and fundraising materials

Leadership, Administration and Reporting

- Provide direction, coaching, support, and performance management to the Community Engagement Coordinator.
- Maintaining fundraising records, donor information, and reporting systems to support effective relationship management and fundraising activities
- Coordinate all funder, sponsor and donor reporting requirements
- Maintain the master grant calendar to track all deadlines, reporting schedules, and internal milestone targets
- Draft timely, accurate progress reports and final impact reports to demonstrate stewardship of awarded funds
- Keep precise digital records of all submissions, award agreements, and funder communications

What you bring to the role:

- Post-secondary education in a related discipline and a minimum of three years of directly related experience working in fundraising, donor relations, sponsorship, nonprofit development, community engagement, or related environments
- Strong relationship-building and communication skills with the ability to engage donors, funders, sponsors, and community partners
- Experience leading fundraising campaigns, donor stewardship, events, or sponsorship initiatives

- Strong organizational and coordination skills with the ability to manage multiple fundraising priorities and timelines
- Confidence communicating organizational impact, community outcomes, and funding needs to external audiences
- Ability to balance strategic thinking with relationship management and fundraising administration responsibilities
- Experience working with donor databases, fundraising systems, reporting tools, or CRM platforms is considered an asset
- Proven ability to work collaboratively with leadership, board members, program teams, and community stakeholders
- Sound judgment and ability to identify opportunities to strengthen funding relationships and diversify revenue sources
- Adaptability and understanding of working in evolving nonprofit environments with changing priorities and funding opportunities
- Alignment with Two Wheel View's values of Respect, Authenticity, Resiliency, Adventure, and Community
- Successful maintenance of a Vulnerable Sector Check

What we provide:

- Compensation aligned to the role and experience
- Health and Wellness benefits
- Vacation and personal days
- Professional development opportunities
- Meaningful and impactful work
- A collaborative and supportive team
- Paid biking mileage program