Manager, Development and Communications - FULL-TIME – PERMANENT

Job Posting

About Us

Malvern Family Resource Centre (**MFRC**) is an essential and trusted community hub that provides a safe, welcoming and inclusive environment where people can come together to build meaningful connections, learn, grow, and thrive. Our holistic approach creates opportunities for relationship and community building across generations and cultures, supporting children, youth, families, women, seniors and newcomers. Our doors are open to all community members, and we strive to be a trusted space where everyone feels welcomed, valued, empowered, and connected.

MFRC has been a longstanding community partner for more than five decades, evolving our approach alongside the people and families we serve. We provide highly accessible, responsive programs designed to meet the diverse and changing needs of community members who need our support the most.

The Opportunity

The Manager of Development and Communications, reports to the Executive Director and is responsible for leading the organization's fundraising, resource development, and communications strategies to advance its mission and ensure long-term financial sustainability. This role oversees the development and implementation of fundraising initiatives, including individual giving, corporate partnerships, grants, sponsorships, and donor stewardship. The Manager leads communications and marketing activities to strengthen the organization's brand, elevate its impact, engage stakeholders, and increase public awareness.

Key Responsibilities

Fund Development Strategy and Planning

- Develop and implement a comprehensive fund development plan to raise $1 Million in annual revenue in collaboration with the Board of Directors, management, and program staff to advance the organization's strategic priorities.
- Research, assess, and recommend fundraising opportunities and approaches aligned with the organization's values, strategic objectives, and program activities.
- Establish fundraising goals, monitor progress against targets, and report on the effectiveness of fund development strategies.
- Plan, coordinate, and execute creative, strategic, and impactful fundraising appeals, campaigns, special events, and activities to engage donors through online and in-person channels.
- Develop compelling proposals, budgets, reports, sponsorship packages, and other fundraising materials for foundations, high-net-worth individuals, and corporate partners.
- Manage fundraising timelines, deadlines, procedures, and project plans to ensure effective and timely execution of initiatives.
- Identify opportunities to diversify revenue streams and strengthen the organization's long-term financial sustainability.
- Coordinate the planning and execution of special fund development projects and activities.
- Apply effective volunteer management strategies to recruit, engage, and support volunteers involved in fundraising initiatives.
- Coordinate project activities, resources, and timelines to support the successful delivery of fundraising objectives.

Donor and Funder Relations

- Cultivate, maintain, and strengthen relationships with existing donors, funders, sponsors, and philanthropic partners.

- Identify and develop a prospect pipeline for new donor relationships and funding opportunities to support organizational growth and impact.
- Manage relationships with existing funders to meet or exceed fundraising targets and ensure effective stewardship and accountability.
- Oversee donor data to maintain integrity and accuracy to improve donor experience

Communications, Marketing and Public Engagement

- Develop and implement a comprehensive communications plan to promote the organization, increase public awareness, and support fundraising objectives.
- Create compelling communications and promotional materials that demonstrate the organization's impact, engage supporters, and communicate the value of collaborative action to external partners.
- Ensure fundraising communications reflect the organization's mission, values, strategic priorities, and commitment to ethical and transparent engagement.

Fundraising Governance, Policies and Ethics

- Develop and maintain ethical fundraising policies, procedures, and practices that promote transparency, accountability, and responsible donor engagement.
- Ensure fundraising activities align with organizational policies, strategic priorities, and applicable regulatory requirements.

Leadership and Collaboration

- Supervise, coach, and support Communications Coordinator.
- Collaborate with senior leadership and program teams to drive revenue, ensure accuracy and timeliness of impact reporting and alignment across fundraising, community needs and programming
- Support improvements to Fundraising and Communications processes
- Participate in organizational planning and special projects.
- Perform other related duties as assigned.

Qualifications

- Minimum of five years of progressively responsible fundraising experience in a non-profit setting, including experience planning and delivering fundraising campaigns or events.
- Post-secondary degree or diploma in communications, public relations, journalism, fundraising, business, marketing or a related discipline.
- Proven success in running large-scale fundraising events and multi-channel giving campaigns.
- Proven ability to acquire and retain monthly donors.
- Experience in managing volunteers, sponsors, and community partners.
- Comprehensive knowledge of corporate sponsorships and donor stewardship practices.
- Excellent communication, writing, and interpersonal abilities.
- Highly organized, detail-focused, and skilled at managing multiple projects.
- Proficiency in CRM systems
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently and collaboratively.
- Demonstrated discretion when handling confidential information.
- Commitment to accountability, transparency, equity, inclusion, and the organization's mission.

Employment conditions: This is a full-time, permanent position. The regular work location, expected weekly hours, work arrangement, and any evening or weekend requirements will be discussed during the recruitment process.

Compensation

The salary range for this position is **$72,000 - $80,000 annually**, based on qualifications and experience. The organization also offers a comprehensive benefits package, paid vacation, professional development opportunities, and pension or RRSP benefits.

How to Apply

Please submit your résumé and cover letter to fjomaa@mfrc.org .

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

At MFRC, we understand that traditional hiring processes create barriers for individuals from underrepresented communities. We encourage talented individuals from diverse backgrounds to apply for positions within our organization, even if they do not meet all the listed requirements. We believe that qualifications extend beyond technical skills and academic achievements. We value the potential, passion, and diverse perspectives that individuals from different backgrounds can bring to our team.

If you are contacted by MFRC regarding this job opportunity and need accommodation through the hiring process, we would be happy to accommodate you.

Connect. Belong. Thrive.