



**POSITION:** Development Manager (1-year parental-leave cover)

**LOCATION:** Toronto, Ontario

**REPORTS TO:** Executive Director

**ORGANIZATION WEBSITE:** [www.samaracanada.com](http://www.samaracanada.com)

**DATE:** September 16, 2015

**DEADLINE:** September 28<sup>th</sup>, 2015; resumes will be read on delivery and interviews will take place on a rolling basis.

**CONTRACT DATES:** October 20<sup>th</sup> 2015 to November 30<sup>th</sup> 2016

### **THE ORGANIZATION**

Samara Canada is dedicated to reconnecting citizens to politics. Established as a charity in 2009, we have become Canada's most trusted, non-partisan champion of increased civic engagement and a more positive public life.

Samara Canada's research and educational programming shines new light on Canada's democratic system and encourages greater political participation across the country, to build better politics, and a better Canada, for everyone.

Since Samara began, we have written provocative reports, held seminars for journalists, held public events, conducted media interviews, spoken at conferences, produced curriculum materials for university and high school classrooms, and been cited in academic research.

Samara maintains an active website and has an extensive social media presence. More information on Samara's activities and biographies of their founders and staff are available at [www.samaracanada.com](http://www.samaracanada.com).

Samara is currently working hard to diversify its revenue base by growing our network of grassroots and major donors, as well as attracting new foundations and sponsorships to support Samara's work.

## **THE POSITION**

The Development Manager is a full-time year-long position, based in Samara's office in Toronto. The position will report to Jane Hilderman, Samara's Executive Director and will require working collaboratively with all Samara employees.

To be successful, you must display strong organizational capabilities, a personable and confident demeanor and have a passion for the details and for getting things exactly right. Working with words is also a part of the job, so achieving a clear, concise and compelling tone in communications is important.

As with everyone at Samara, you will also be required to assist with other projects and initiatives underway, as needed, in an "all for one, and one for all" spirit. Since Samara has a very small staff and a start-up atmosphere, the Development Manager position is not a traditional job, but is better characterized as an opportunity to be an important part in shaping a new organization that we hope and believe will make a strong contribution to the public life of this country.

## **RESPONSIBILITIES**

Working with the Executive Director, the Development Manager will be responsible for

### **Development Operations**

- Maintain a database of donors, tracking donations, contact details and history;
- Support team members' use of the database;
- Maintain a schedule for foundation grant reporting;
- Support team members to complete grant reporting obligations;
- Organize and set the agenda for a weekly fundraising meeting among Samara's management team; and
- Prepare and present reports and updates on fundraising progress to Samara's team, management and governance board.

### **Development Communications**

- Manage and execute Samara's quarterly fundraising and stewardship communications plans including, but not limited to, newsletters, direct mail and social or online;
  - This includes Samara's fundraising campaigns at year-end and around Canada Day.
- Prepare correspondence for major donors, including ask and follow-up letters; and
- Drafting foundation applications and sponsorship proposals.

### **Development Research**

- Prepare background research on, communications with and preparation for Executive Director's meetings with prospective partners, foundations and other funders;
  - This includes scheduling, drafting meeting materials and assisting with appropriate follow-up.
- Continue research into a range of relevant prospective sponsors, funders and donors.
- Provide input and suggestions into fundraising and stakeholder outreach strategies and tactics;

### **Events and Sponsorships**

- Coordinate and execute events for Samara’s donors, prospective donors and funders;
- Onboard new sponsors and foundations, and be the primary contact who maintains those relationships throughout their time as funders of Samara; and
- Ensure sponsors are represented online, in publications and at events.

In addition, the Development Manager is a member of the Samara communications team. As such, the Development Manager will also:

- Contribute to the content and maintenance of Samara’s website—especially where sponsors and funders are represented;
- Provide editorial support and input when needed to Samara’s communications team and meetings;
- Assist other members of Samara’s team with writing newsletters, copy for events and proposals; and
- Offer creative ideas on how to build a stronger community of interest around Samara.

### **CANDIDATES REQUIREMENTS**

- At least three years’ work experience in project management;
- Experience in development or fundraising, especially for a small charity, is an asset;
- Strong organizational and project management skills;
- Take pride in producing error-free correspondence;
- Interest in good design and attention to detail;
- Superior verbal and written communication capabilities;
- Excellent computer literacy including Internet, Microsoft Office (Outlook, Word, Excel, PowerPoint);
- Experience with NationBuilder or other relationship management system an asset;
- Experience with website content management systems an asset;
- Experience with social media, websites and online engagement an asset;
- An ability to work and communicate in French is also an asset.

### **PERSONAL CHARACTERISTICS**

- An ultra-organized multi-tasker with the ability to adapt to shifting priorities and manage changing workflow;
- A detail-oriented, creative problem-solver, who is tenacious and results-driven;
- A strong team player who is self-motivated and pro-active, able to handle pressure and work constructively in ambiguous situations;
- Passionate about supporting others, with an ability to anticipate needs and help manage and organize workflows;
- Tactful, with excellent judgment;
- Interested in the public life of the country;
- Self-confident and mature, with experience and comfort relating to senior leaders and decision-makers, both in person and over the phone or email.

## **COMPENSATION**

Pay range is \$50,000 to \$65,000, depending on years of work experience, and includes benefits and vacation.

## **HOW TO APPLY**

Please include a cover letter with your resume. Applications should be submitted to Samara's Managing Director Kendall Anderson at [Kendall.anderson@samaracanada.com](mailto:Kendall.anderson@samaracanada.com). Samara Canada is committed to the principle of equity in employment and encourages applications from all qualified people from any background.

We hope the successful candidate can start at Samara's Toronto office no later than mid-to-late October.