

## **Job Description Living Skies Fund Developer**

**August 25<sup>th</sup>, 2021**

### Position Description- Living Skies Fund Developer

(0.5 FTE 6 months with possibility of extension) with EDGE, The United Church of Canada

The Fund Developer is primarily responsible for the identification, cultivation, solicitation, and recognition of gifts to community ministries throughout Living Skies Regional Council.

### Living Skies Regional Council & EDGE goals include:

- Acquire funds to replace declining revenues that the community ministries receive from The United Church's Mission and Service Fund.
- Meet annual financial goals to provide sustainable funding for this role and member organizations (members).
- Reach beyond United Church members to members of the broader Saskatchewan community for financial support.
- Seek sources of ongoing and project funding from individuals, businesses, foundations and government.
- Increasing the support for community ministries from members of the United Church.
- Utilize media to expand commitment to the members.

### Responsibilities:

All of the Responsibilities are to be carried out in close consultation with EDGE and the mentoring organization, 1JustCity.

- Develop and implement an overall fund raising plan, to ensure sustainability including approaches such as annual giving, major gifts, planned giving, memorial programs, and special events.
- Assist member organizations in understanding the plan and its expectations.
- Identify prospects and develop appropriate solicitation strategies, cultivate new donor relationships, strengthen existing ones and build support from individuals and companies.
- Prepare applications for granting agencies (foundations, government).

- Assist member organizations with integrating their fund raising efforts with those undertaken collectively.
- Develop appropriate processes and procedures and record keeping, working in conjunction with appropriate bodies.
- Promote the community ministry brands.
- Keep accurate and detailed records of donors, grants, including follow up requirements, special events etc.
- Communicate through all types of media including social media, TV, radio and print media to advertise and promote the community ministry members of Living Skies Regional Council.
- Provide an monthly report to the Living Skies Regional Council & EDGE.
- Analyze all fund raising for return on investment.
- Ensure that all fund raising efforts are in keeping with Living Skies Regional Council policies.
- Attend meetings as required.
- Be familiar with the work of members and their programs.

### Reporting Relationship:

- The Fund Developer is accountable to EDGE.
- 1JustCity will provide direction and give oversight for prioritizing of work.
- The Fund Developer will inform and consult with Living Skies Regional Council and the community ministries

### Qualifications:

- Knowledge of the principles and practices of fund development through experience and/or equivalent education.
- Experience with secular fundraising.
- An understanding of prospect identification, cultivation, and solicitation.
- Experience working with volunteers including those from members.
- Ability to provide leadership, and to enable others to contribute leadership.
- Strong organizational skills.
- Excellent interpersonal and communication skills.
- Strong computer skills required and an appreciation for the tools of social media preferred.
- Familiarity with the United Church of Canada is an asset, comfort with the United Church's ethos is required.

Please email all resumes with a coverletter to [carla@edge-ucc.ca](mailto:carla@edge-ucc.ca)