



**Special Olympics Manitoba is seeking a dynamic individual for the position of
COORDINATOR, FUND DEVELOPMENT**

Special Olympics Manitoba is dedicated to enriching the lives of Manitobans with intellectual disabilities through sport, with the vision that sport will open hearts and minds towards people with intellectual disabilities, creating more inclusive communities. Our mission and vision are rooted in values of empowerment, excellence, respect, diversity and inclusion.

The main function of the Coordinator, Fund Development is to be responsible for the creation and management of the donor database and supporting systems for the Fund Development department. Additionally, this position will work on other fund development opportunities related to the growth strategy of Special Olympics Manitoba. This position reports directly to the Director of Fund Development.

Core Accountabilities and Responsibilities:

- Identify opportunities and lead activities related to the growth strategy of organization's fund development, with a focus on funding proposals
- Responsible for the coordination and management of grant applications
- Identifies prospects who may be ready for a transformational gift or planned gift and develop recommendations for cultivation/solicitation strategy
- Ensure fund development database systems are configured for optimum use to meet team objectives, maintain data quality, and produce data to support results reporting and monitoring of progress against strategic goals
- Analyze and track fund development database information to evaluate opportunities for further revenue generation
- Coordinate monthly donor giving program
- Collaborate effectively with the fund development department to ensure an integrated approach to fundraising and donor stewardship
- Stay abreast of philanthropic developments, trends and industry challenges that may assist or impact the annual giving program

Required Skills:

- Exceptional interpersonal, organizational, written and communication skills
- Ability to work independently while being a strong team player

- Strong attention to detail and high degree of accuracy
- Sound judgment and decision-making skills

Preferred Knowledge/Qualifications/Experience:

- Undergraduate degree in related field
- Experience in fund development or database management
- Understanding of new technology and fundraising software
- Experience in proposal writing, solicitation, donor management, and fundraising reporting
- Experience working with people with an intellectual disability would be an asset
- Ability to work in cross cultural teams with respect for diversity
- Must be able to provide clear criminal record

The above is illustrated only and reflects the major duties, which may be amended from time to time as required to suit the Organization.

Please send cover letter and resume to: Adell Gauthier, Director of Fund Development, agauthier@specialolympics.mb.ca.

Subject line: Fund Development

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Applications will be reviewed upon receipt and accepted until this position is filled.