



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
mfrc.org

Resource Development Manager

About Us

Malvern Family Resource Centre (MFRC) is a multi-service agency providing impactful, high-quality and accessible programs and services to children, youth, newcomers, families and seniors across North East Scarborough. MFRC also leads a Malvern Urban Farm initiative and centres inclusion, diversity, equity and accessibility across all of its programs and services. Learn more at mfrc.org

The Opportunity

MFRC is seeking a creative and results-oriented individual to drive resource development. You are a strong communicator and collaborator who works closely with MFRC's staff, volunteers and the Board of Directors' External Affairs Committee members, to successfully plan and execute fundraising initiatives that raise critical resources for the Centre.

The Resource Development Manager is responsible for planning and executing fundraising efforts, including, but not limited to: corporate and community partnerships, individual donations, major fundraising events, direct mail programs, major gifts, planned giving, and potential third party fundraising. Duties also include successfully developing and stewarding corporate and community partners, and elevating the profile of the agency in the community.

Resource Development Manager Responsibilities

- Collaborate with MFRC Staff and Board of Directors' External Affairs Committee members to develop and implement an annual resource development plan and budget
- Develop, plan and execute fundraising events and campaigns
- Build authentic and engaged relationships and partnerships with local businesses and corporations
- Design, develop and implement our major gift program
- Liaise with, and provide support to interested individuals/companies who are interested in hosting and executing third-party fundraising events in support of the Centre
- Develop monthly and planned giving programs to increase long-term sustainable funding
- Promote fundraising events through the creation of printed and digital marketing material
- Lead in the recruitment, training and management of resource development placement students and volunteers
- Complete and utilize committee minutes, monthly reports, statistics, and budgets
- Ensure all resource development activities adhere to federal and provincial privacy legislation and to MFRC's privacy policies and practices

Qualifications, Skills and Personal Characteristics

- Successful track record in the development and execution of fundraising programs and in the development and stewardship of donors/sponsors
 - 2-3 years of relevant experience in fundraising initiatives, with preference for candidates whose experience extends beyond event-based fundraising
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- Relevant degree/certificate(s) in fundraising, event management or non-profit management is an asset
- Existing familiarity with the Malvern community is a strong asset
- Excellent social, interpersonal and leadership skills, public speaking and writing ability
- Familiarity with Microsoft Office
- Familiarity with donor management software is an asset
- Ability to think strategically, communicate effectively and foster teamwork
- Ability to develop and maintain a high level of strategic partnerships
- Ability to take initiative, work independently, and maintain high-level performance in different work settings
- Advanced problem solving ability
- Ability to build organizational capacity
- Well-honed organizational and time management skills
- Passion for community development, a commitment to social justice and to supporting MFRC in becoming an anti-racist organization

Salary Range: \$50,000-60,000 + benefits, paid sick/wellness days, vacation, and other paid time off

Closing Date: Rolling until filled

Please send your resume and cover letter by e-mail to jberman@mfrfc.org as one document with the subject line of the email and the attachment as:

FirstName_LastName_Resource_Development in pdf format.

Please be advised that successful incumbent will be required to undergo a vulnerable sector screening as a part of the final step in the hiring process.

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 Black, Indigenous, and people of color from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrfc.org. This address is for accommodation inquiries only.

As a frontline multi-service agency, this position will require regular in-office presence. MFRC has an existing COVID-19 vaccine policy. All existing and new staff must be able to show proof of having at least two doses of an approved COVID-19 vaccine.

Finally, figuring out where you want to work is a big decision and we want you to have the opportunity to do your due diligence. We will welcome questions during the recruitment process, you can also expect to talk to current staff about their employment experiences and check the references of your planned supervisor. If you do not have all the qualifications listed, but you think the job is perfect for you, we want to see your application.
