

PAN AM CLINIC FOUNDATION INC.
DEVELOPMENT MANAGER JOB POSTING
January 28, 2025

POSITION INFORMATION:

Classification: **Development Manager**
Position: Full-time Term Position (non-union)
Probation Period: 6 months

Pan Am Clinic is dedicated to achieving the very best outcomes for its patients so they can reach their highest quality of life through optimum physical health. The Pan Am Clinic Foundation is a crucial part of that model, as our generous supporters provide pivotal funding to further the organization's research, education, and community outreach initiatives.

PROFILE

Reporting to the Pan Am Clinic Foundation's Executive Director, the Development Manager is responsible for the management and execution of the Foundation's fund development activities, including special events, annual giving programs, sponsorship, community grants, donor stewardship, and major gifts. The position works in partnership with the Executive Director and the Marketing & Communications Manager to achieve fund development goals.

POSITION OVERVIEW

- Identifying major gift prospects, as well as developing proposal packages and ensuring that an accurate database is maintained for the program.
- In partnership with the Marketing & Communications Manager, planning and coordination of the Foundation's annual gala dinner fundraising event and annual golf tournament, including working with corresponding event committees, coordinating event logistics with site events teams, coordinating and promoting ticket sales, securing prize donations, etc.
- Planning and coordination of the Foundation's annual giving program, including participating in the budget development process, the creation and maintenance of databases, development of direct mail campaigns, Pan Am Clinic staff campaign, etc.
- Fulfilling ongoing donor stewardship requirements to create, maintain and grow solid relationships with the Foundation's major gift, annual giving, and special event supporters.
- Identifying and/or researching potential grant opportunities, developing grant applications, and fulfilling stewardship requirements.
- Lead position with the Foundation's Development Committee and serving as a resource to its members.
- May be required to perform other duties and functions as assigned.

QUALIFICATIONS/EXPERIENCE:

- Minimum of 5 years' experience in a similar or related role.
- Proven experience managing successful fund development programs.
- Experience in the proper stewardship of donors to encourage ongoing involvement and repeat donations.
- Proven success developing and managing signature fundraising events, such as gala dinners, golf tournaments, charity runs/walks, etc.
- Experience working directly with committees and other volunteers in the planning and development of successful development activities.
- Experience in identifying grant opportunities, as well as completing grant applications and follow-up reports.
- Experience identifying major gift and/or sponsorship opportunities.
- Above average writing and presentation skills.
- Experience working with outside suppliers such as marketing agencies, rental equipment companies, A/V suppliers, caterers, etc.
- Experience working with Raiser's Edge NXT, as well as core Microsoft Office products (Word, Excel, PowerPoint, Outlook).
- CFRE designation considered an asset.

COMPENSATION: The Pan Am Clinic Foundation offers a competitive salary and benefit structure, along with ancillary benefits for this role including cell phone and available parking on-site. The salary range for the Development Manager position is \$70,000 to \$84,000 per year.

APPLICATION DEADLINE: Wednesday, February 12, 2025

PLEASE SUBMIT COVER LETTER (INCLUDING SALARY EXPECTATIONS) AND RESUMÉ TO:

Dana Peteleski, Administrative Manager E pacfoundationhr@gmail.com
Pan Am Clinic Foundation
75 Poseidon Bay
Winnipeg, MB R3M 3E4

This position is subject to a Criminal Record Check and Adult Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.

We thank everyone for applying. Only those selected for an interview will be contacted.