



miskanawah
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Communication, Evaluation, and Fund Development Manager

Location: 2716 Sunridge Way NE
Position Type: Full Time, Permanent, Hybrid
Hours: Monday – Friday
Program: Miskanawah

Position Summary:

Reporting to the CEO and working closely with the leadership team, the Communications, Evaluations, and Fund Development Manager is responsible for developing and implementing our internal and external communication, evaluation, and fund development strategies.

Responsibilities:

- Develop and implement a comprehensive communications strategy in alignment with the organization's strategic plan
- Develop and manage internal and external communications, including crisis communication plans
- Craft communications to government and community partners in conjunction with CEO and Program Managers
- Review and implement Miskanawah's Evaluation Framework
- Develop and manage evaluation strategies for programs that align with organization values and funder requirements
- Compile and analyze qualitative and quantitative evaluation data (including oral data) to report outcomes to funders, donors, and community
- Oversee completion funder and Board Reports in collaboration with program managers
- Oversee completion of Annual Report to the Community and coordinate AGM
- Develop and implement comprehensive fund development strategy that aligns with organizational strategic plan
- Assess program and organizational funding needs in consultation with leadership team
- Research funding opportunities and complete applications in collaboration with internal and external stakeholders
- Manage relationships with granting organizations and donors



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- Manage strategy for soliciting donations from the community through social media and website, with a focus on unrestricted donations and identified needs
- People management including supervision, performance evaluation and team meetings
- Oversee special events such as the annual Round Dance, AGLC Casino fundraiser, etc.
- Other related duties as assigned

Skills and experiences:

- Leadership and supervision skills
- Professional and persuasive communication skills in oral, written, and web-based modes
- Graphic design skills, including the use of Adobe Photoshop, InDesign and Illustrator
- Advanced Microsoft Office skills
- Experience in donor relations and fund development
- Excellent research, analytical and problem-solving skills with attention to detail
- Eagerness to work from an Indigenous perspective
- Ability to respond quickly in a dynamic and changing environment
- Works cooperatively and effectively with others to reach a common goal.

Requirements:

- Bachelor's degree and 5+ years' experience in a related field
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Quality Improvement and Outcomes Training

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, and supports for professional development, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community. Please submit a cover letter and resume to careers@miskanawah.ca. Please reference "Fund Development Manager" in the subject line. Resumes will be reviewed starting August 8 but position will remain open until a suitable candidate is found.