



Job title	Fund Development Manager - Latin America & Canada
Department	Fundraising
Job location	Action Against Hunger/Action contre la Faim - Canada
Direct supervisor	Executive Director
Location	Toronto, Canada
Type of position	Full time - one-year contract with possibility of extension

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation, and hygiene and advocacy.

About the role

The Development Manager role will lead a new partnership between two Action Against Hunger headquarters (Spain and Canada), under the supervision of the Canada Executive Director and the Spain Communication and Fundraising Director. The Development Manager will be responsible for the definition, execution and evaluation of the Canada corporate and foundation fundraising strategy with an aim to raise funds for both Canadian domestic and Latin-American Action Against Hunger projects, as well as create strong long-term relationships with the corporate sector in Canada.

He/she will ensure the proper implementation of fundraising plans, activities and campaigns with fundraising goals for both headquarters. Moreover, he/she will ensure the adequate implementation of tools, processes and budgets needed for supporting the fundraising activities. He/she will coordinate the activities with other Action Against Hunger international management teams, including Communications, Operations, Technical and Finance, both in the Canadian and Spanish headquarters. He/she will provide management reports to the Directors.

The role will require an individual who is results-focused, good at communicating, negotiating and providing, and adhering to, a strategic vision in order to build attractive corporate partnerships. The candidate will also need to have strong analytical, organizational and planning skills – someone who is able to identify corporate needs and build strong win-win proposals that align to them. The candidate should also be a team player with excellent interpersonal communication skills that can be used to cultivate personal and professional relationships.

Specific tasks and responsibilities:

Under the direct supervision of the Executive Director of Action Against Hunger Canada, the responsibilities of the Development Manager will include:

1. Participate in the creation and definition of a corporate and foundation fundraising strategy, contributing with information and analysis regarding his/her responsibility and in co-ordination with other departments under the supervision of the directors.
2. Define, execute and evaluate comprehensive corporate, foundation and major gift fundraising plans and activities aiming to map, identify, cultivate and develop long-term relationships with companies and foundations.
3. Design, produce, manage, monitor and evaluate the different corporate campaigns, events, activities, cause marketing campaigns, etc.
4. Coordinate activities with other departments: Operations, Technical, Communication, Finance and the Latin-America Country Offices: Perú, Colombia and Central America.
5. Create, manage and develop relationships with corporate, foundation and CSR forums aiming to maximize awareness about Action Against Hunger among influencers and senior stakeholders in the sector.
6. Coordinate with other international HQs and country offices to develop regional or global campaigns and/or alliances.
7. Coordinate the integration of campaigns and alliances under his/her responsibility with other departments or offices where necessary.
8. Define, execute, monitor and evaluate the expenses budget and the income forecast of the Fundraising Department's Corporate, Foundation and Major Gift streams.
9. Define and execute the reports required to monitor and evaluate the department's goals and support the decision-making process, including budget monitoring and dashboard.
10. Lead and supervise staff or volunteers under his/her responsibility if applicable.
11. Overall coordination with other departments and the Action Against Hunger international network when needed.

Physical demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions, travel and environment

- The position is based in Toronto, Canada
- Staff work a five-day, 37.5-hour work week.
- Some national and international travel will be required.

Required qualifications and skills

- Advanced university degree in any of the following: marketing, fundraising, business administration, economics, or equivalent

- Experience with commercial/marketing/fundraising direction, key account management, business development, or equivalent.
- At least five years of hands-on experience managing corporate and/or foundation fundraising for a Canadian non-profit.
- Humanitarian sector knowledge preferable.
- Fluent written and spoken English is required.
- Fluent written and spoken Spanish is very desirable.
- Knowledge of IT systems – Office suite.
- Ability to travel.
- Valuable prior experience in issues related to the promotion of gender equality or personal commitment to gender equality.
- Must be authorized to work in Canada.

Application instructions

If you are interested in this position, please send your resume and cover letter to rec@actioncontrelafaim.ca. Please indicate “Development Manager” in the subject line. Application deadline is January 20th 2019.

Please note that all applicants must be eligible to work in Canada.

To learn more about Action Against Hunger, visit actionagainsthunger.ca