



100 - 1995 Olympic Way
Canmore, Alberta T1W 2T6
fastandfemale.com
[@fastandfemale](https://www.instagram.com/fastandfemale)

Fund Development Manager

WHAT IS FAST AND FEMALE?

- Fast and Female is a nationwide charity on a mission to empower girls through sport, physical activity, and education. Using our evidence-based curriculum, developed by industry leaders, we aim to build the confidence and leadership skills of girls ages 8-18 through our events and programs.

OUR MISSION

- Empower girls through sports, physical activity, and education.

OUR COMMITMENT TO ANTI-RACISM AND RESPECT

- Fast and Female was created in 2005 to tackle the inequalities and systemic barriers for girls and women in sports; however, we are also aware of how these inequalities reach far beyond sport culture and how they affect racialized and marginalized populations more than others.
- We recognize that Fast and Female's values of *Inclusion* and *Social Change* cannot be fully realized until we address these injustices and oppression and make meaningful changes.
- We are committed to hiring staff and contractors who, in addition to possessing the desirable experience, values and skill sets, contribute to meaningful and intersectional representation among our team.

ROLE

- Fund Development Manager
- Reports to Executive Director

KEY GOALS

- In close collaboration with the Executive Director and Communications Manager, the Fund Development Manager will implement the Fund Development Plan to diversify the organization's revenue structure and ensure long-term financial security through donations, grants, and sponsorships.
- Launch a giving program that offers a range of opportunities, including annual gifts, monthly, direct mail, and major gifts, grants and foundations
- Establish fundraising goals and identify funding opportunities
- Identifies, builds, and stewards authentic relationships with key organizational partners, including the Board of Directors, corporate partners, major funders, volunteers and community stakeholders



100 - 1995 Olympic Way
Canmore, Alberta T1W 2T6
fastandfemale.com
[@fastandfemale](#)

ACCOUNTABILITIES

- **Grants and Foundations:** Identify, manage, and steward grant-based fundraising
 - Research and identify new grant opportunities
 - Coordinate all grant-based team meetings
 - Lead grant writing
 - Manage relationships with all grantors
 - Track all outstanding grants and grant reporting deadlines
 - In collaboration with the Executive Director, write all grant reports to funders
 - Liaise with the Communications team to ensure proper recognition and promotions of grantor

- **Donor Development and Stewardship:** Develop and manage a portfolio of donors through the stages of the donor cycle: prospecting, cultivation, solicitation and stewardship
 - Identify prospective major donors and funders
 - Develop and document strategies for authentic relationship-building
 - Coordinate gift acknowledgment strategies with all team members
 - Build an annual and monthly donor program
 - Lead and organize a minimum of two annual direct mail asks
 - Develop and lead a fund development committee with support from the Board of Directors
 - Plan 1-2 in-person fundraising events a year (i.e. Golf Tournament, Breakfast, Gala)
 - Write all fundraising asks
 - Respond to donor requests for information, queries and general information
 - Manage Donor Management System, including updates and reporting

- **Corporate Partnerships:** Work with the Fast and Female Leadership Team to identify, develop and steward corporate partnerships
 - Leverage F&F's events and programs for new partnership opportunities
 - Create customized partnership presentation decks
 - Track and schedule all follow-ups with existing and potential partners
 - Liaise with corporate partners on levels of partnership and ensure that F&F fulfils all commitments

- **Build Fundraising Strategy:** With the Executive Director and Communication Manager, develop a plan and strategy for fundraising
 - Plan and execute the rollout of digital Fundraising beginning in Q2-Q3 of 2024
 - With the Communications Manager, coordinates all digital asks
 - Support strategic segmentation of digital and fundraising databases



- o Plan the annual fund development strategy, including in-person and virtual opportunities
- o Support in the fundraising of a minimum of \$500,000 in grants and donor dollars
- **Staffing and Mentorship**
 - o Build and manage a team of part-time staff, volunteers, and interns/placement students (support staff/volunteers) to support Fund Development projects and initiatives
 - o Leads the recruitment and hiring of new support staff/volunteers as necessary
 - o Holds weekly check-ins with support staff/volunteers
 - o Supports in identifying key deliverables and tasks for
 - o Leads yearly staff evaluations of part-time support staff
- **Project Management and Administration**
 - o Maintain email account
 - o Provide support in drafting and reporting updates
 - o Budget management
 - o Coordinate timeliness of the gift processing, acknowledgement, data management and reporting processes
 - o Attend core team meetings, as necessary
 - o Connect with Fast and Female Board of Directors and other sub-committees as necessary
 - o Other ad-hoc administrative support activities, as requested
 - o Provides regular updates and reports to the Board of Directors and Executive Director
 - o Work regularly with the Communications Manager on all communications to donors, sponsors, and grantors through newsletters and emails

DESIRED KNOWLEDGE & SKILLS

- Experience working with equity-deserving groups
- Passionate about gender equity in sports and physical activity
- Spreadsheet management is a requirement (Excel and/or Google Sheets)
- Experience with Canada Helps administration is an asset
- Demonstrated success with grant-writing and funding; building, cultivating and stewarding new relationships

DESIRED WORK STYLE

- Strong ability to work independently
- Self-directed (takes action as a leader)
- Team Player
- Strong organizational, planning and record-keeping
- Attention to details
- Can-do attitude
- Flexible mindset
- Honest
- Dependable
- Positive



100 - 1995 Olympic Way
Canmore, Alberta T1W 2T6
fastandfemale.com
[@fastandfemale](mailto:info@fastandfemale.com)

- Strong communication skills
- Strong events project management, planning and hosting experience
- Program creation and delivery experience
- MailChimp, Google Drive, Eventbrite, Canva and other web-based platform experience
- Strong interpersonal/people skills
- Technological knowledge within a remote work environment (i.e. able to lead a Zoom Webinar or willing to learn)
- Knowledge of Fast and Female programs and events or experience with other like-minded organizations

REQUIRED

- Personal Laptop/ Computer
- Microsoft Word, Excel and PowerPoint
- Personal Cell Phone/Phone

COMMITMENT

- Ability to work 37.5 hours per week (requires a highly flexible candidate)
- Must be willing to work on weekends and evenings on occasions
- Must be willing to travel to programs and events on occasion

WORK ARRANGEMENT

- Location: Remote work
- A commitment of 37.5 weekly hours of work
- Flexibility in working location though preference is for Calgary, Vancouver or Toronto

COMPENSATION

- \$50,000 - \$60,000 yearly salary
- 2 weeks vacation + 1 week off between December 24 - January 1
- \$500 employee benefit allowance plan

**Application deadline: December 20, 2023 at 11:59 pm ET. [Apply by clicking here!](#)
Questions? E-mail us at info@fastandfemale.com**

DECEMBER 2023