



<b>POSITION TITLE</b>	Development Director
<b>SUPERVISOR</b>	Managing Director and Senior Policy Advisor
<b>LOCATION</b>	MWF office and remote as needed
<b>POSITION</b>	Permanent position, hours negotiable

### **BACKGROUND/JOB SUMMARY**

Established in 1944, the Manitoba Wildlife Federation (MWF) is Manitoba's oldest and largest conservation organization, representing nearly 15,000 members through 100 affiliate clubs across the province. MWF is dedicated to conserving wildlife, fish, and natural habitats while promoting Manitoba's outdoor heritage through advocacy, education, conservation, and community engagement.

To support and expand this work, MWF is seeking a senior relationship-driven development professional to grow and manage philanthropic support through major gifts, donor stewardship, planned-giving, and community partnerships. This role will manage and cultivate a portfolio of individual, corporate, foundation, and association donors while supporting sponsorship and fundraising initiatives.

### **ESSENTIAL FUNCTIONS**

1. Oversee MWF's development program
2. Actively cultivate, solicit and steward a major gift portfolio to reach annual dollar and activity goals.
3. Identify and recruit new major donors/gift prospects.
4. Actively maintain donor and prospect contact information, and work with MWF staff to ensure timely inputting and acknowledgment of gifts.
5. Record and update the daily prospecting, cultivation, solicitation and stewardship activities by all MWF staff.
6. Build deep, lasting relationships and trusted reputation through individual engagement and appropriate participation in community organizations, events and other positive visibility opportunities.
7. Provide timely communications to major donors/prospects including research, program and annual report updates as well as appropriate stewardship and acknowledgement activities/events.
8. Collaborate, share information and support the work of fellow MWF staff and Board members involved with major gift solicitation.

9. Manage and schedule development meetings
10. Engage senior leadership and (when appropriate) Board Members to best position the most appropriate and fulfilling donor solicitations.
11. Support and assist in major gifts/sponsorship for the annual fundraising banquet.
12. Launch the planned giving program and engage appropriate donors.
13. Other duties as assigned.

## **DESIRED QUALIFICATIONS**

1. Experience in a progressive development role, with a proven track record of success in securing major gifts.
2. Ability to identify major giving prospects, creatively secure face-to-face donor interactions, nurture the relationship to a solicitation and successfully move the relationship to a closed gift.
3. Innate, self-motivated ability to help build and execute a donor portfolio.
4. Strong face-to-face presentation skills with individuals and small groups of sophisticated donors.
5. Strong written development and communication skills.
6. Excellent computer skills, including MS Office and donor database experience.
7. A broad understanding of conservation, wildlife management, and MWF priorities and initiatives, along with a passion for the outdoors, would be considered a strong asset.

## **ADDITIONAL PERKS**

- Free Parking
- Casual Dress
- Full paid benefits
- Competitive wage

Please email a cover letter and resume to Carly Deacon at [cdeacon@mwf.mb.ca](mailto:cdeacon@mwf.mb.ca). Only successful candidates will be contacted for interviews. Thank you for your interest in being a part of the MWF team!