

National Trust  
for Canada  
*Bringing heritage to life*



Fiducie nationale  
du Canada  
*Le patrimoine en vie*

*Viceregal Patron: Her Excellency the Right Honourable  
Mary Simon Governor General of Canada*

*Présidente d'honneur vice-royale : Son Excellence la très honorable  
Mary Simon Gouverneure générale du Canada*

## **NATIONAL TRUST FOR CANADA**

**Position Title: Manager, Fund Development**

***Are you a collaborative people person who wants to make a difference in the world of Canadian heritage?***

**It is an exciting time to join the National Trust for Canada as we embark on a new strategic plan and work to support Canadians saving historic places and landscapes across the country. If you're passionate about our mission, read on....**

## **ABOUT THE NATIONAL TRUST FOR CANADA**

Created in 1973, the National Trust for Canada is the leading national charity dedicated to the conservation of Canada's historic places. The Trust believes that heritage places and older buildings are integral to solving community challenges and meeting contemporary needs, including climate resilience, diversity and inclusion, identity and sense of place, and community wellbeing.

## **WHAT WE DO**

**Help Historic Places Thrive:** *We provide access to resources – financial, professional, and inspirational - that support those who care for and make decisions affecting historic places.*

**Foster national awareness of the value of heritage:**

*We raise awareness and engage interest in the contributions that heritage places make to communities, including working with non-profit, government, and corporate partners to advocate for the preservation of heritage places. We inspire Canadians to renew and enjoy historic places that tell the stories of Canada.*

**Support the Next Generation:**

*We fund emerging professionals, students and volunteers through Bursaries and Scholarships and our Young Canada Works program annually to ensure all those involved in heritage practice can access the very latest in conservation practices.*

## **POSITION SUMMARY**

A self-starter and creative, you will be a key member of the fund development team. Reporting to the Director, Business Development and Partnerships, the Manager, Fund Development advances the development, execution, and growth of the National Trust's Fund Development Program. Specifically, you will manage donor relations and stewardship, conduct research, create campaigns, support corporate sponsorship, grant writing (foundations and government), and coordinate fund development communications. You will work closely with the communications, finance, and administration teams of the Trust to successfully plan for and execute a wide range of fundraising efforts at the National Trust for Canada.

## **KEY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Manages the advancement cultivation cycle: identifying, cultivating, supporting solicitation, and stewarding donors and corporate partners.
- Develops fund development materials, including written and visual presentations, reports, and proposals.
- Manages donor and sponsor relations activities (i.e., thank you events, correspondence, etc.), the fund development calendar, and develops donor and partner engagement opportunities.
- Researches sources of information to support the growth of the fund development program.
- Manages and supports the maintenance of the donor database. Analyzes data to assist in identifying new sources of revenue and to measure performance.
- Manages the Herb Stovel Scholarship and John Edwards Conference Bursary awards for Heritage Volunteers program, including processes/procedures, applications, and outcomes.
- Effectively conveys, in oral or written form, the organization's mission, vision, and programs to potential donors and supporters.
- Supports development/management of fund development budget.
- Writes grant applications and fundraising proposals as required
- Supports fundraising events and the National Trust's Annual Conference.
- Contributes to Trust publications as required and ensures website content related to the position's responsibilities is developed and kept current.

## **REQUIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS:**

The position's duties require knowledge of fundraising practices, including fund development communications, donations processing, procuring and stewardship, grant writing, and case for support development.

The duties also require that the individual be motivated and extremely resourceful and possess excellent organizational, team-building, and interpersonal skills. Sound judgment, sensitivity to the issues, tact, and discretion are also required to develop and maintain productive relations.

The ability to speak and write at an advanced level in one of the official languages is required. The ability to speak, read and write at an intermediate level in the second official language is also required.

A passion for history and historic places is considered an asset.

## **EDUCATION AND EXPERIENCE**

At least five years' experience related to the principal responsibilities of the position is required.

- Bachelor's degree (or equivalent) in fundraising, non-profit studies, communications, business, public relations, or related field.
- Certification, diploma, or similar qualification in fundraising, such as a CFRE (Certified Fund-Raising Executive) is a plus.
- Strong competence with donor management systems, MailChimp email software, Microsoft 365 with advanced proficiency in Excel.
- Strong competence in Fund Development communications, particularly working with mail appeals, digital and web platforms, social and print media.
- Experience in writing grant proposals, fund development campaign materials, cases for support.
- Confidence in public speaking and interest in building relationships with our supporters.

## **WORK SCHEDULE AND EMPLOYMENT DETAILS**

- The National Trust is based at 190 Bronson Avenue in Ottawa. Arrangements for hybrid work may be negotiated according to the Trust's policies. This is a Permanent, Full-Time position commencing as soon as possible.
- The starting salary range for this role is: \$56,000 – \$71,000.
- As a Permanent, Full-Time Employee, you will participate in the Public Service Superannuation Pension Plan and have the option to participate in the Public Service Health Care Plan, Public Service Dental Plan and Public Service Management Insurance Plan; Paid Sick Time, starting paid vacation of 3 Weeks, with 2 flexible days per year to accommodate cultural and religious observances.
- Paid professional development opportunities.

## **CONDITIONS OF EMPLOYMENT**

- Eligibility to work in Canada is mandatory.
- As part of offer acceptance, the individual will be required to read and sign off on the Trust's Employee Handbook, "Working at the Trust."
- A criminal records check may be required -- this factor is not used at the pre-selection stage.
- May be required to work occasionally outside of normal business hours to support events. May be required to travel occasionally.

## **HOW TO APPLY**

Please submit your cover letter and resume, as one PDF (Portable Document Format) document to Kirstin Evenden, Director, Business Development and Partnerships on [kevenden@nationaltrustcanada.ca](mailto:kevenden@nationaltrustcanada.ca) We thank all applicants for their interest in the National Trust for Canada, however only those candidates selected for an interview will be contacted.

*The National Trust for Canada is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.*