



Fundraising Manager

Primary Responsibilities

- Provide an organized, productive, professional environment for team members.
- Maintain, track and be responsible for all company property and client inventory assigned to your team, campaign or person.
- Check and reply accordingly to emails and other work communication daily.
- Conduct all fundraising, brand building and team building activity in accordance with the law, the Code of Conduct and all documents and instructions provided by the organization.
- Practice good team building habits:
 - Conduct regular and ongoing coaching sessions with the individuals on your team to discuss personal goals and skill development that will increase their performance.
 - Enforce policy and procedures fairly and consistently in a nondiscriminatory manner.
 - Adhere to territory management and tracking policies and procedures.
 - Promote best fundraising practice and campaign knowledge through your own example and that of your supporting managers.
 - Ensure weekly, appropriate and effective management meetings for staff.
- Ensure supporting managers complete all assigned duties on the Weekly Task List.
- Complete interviews and classroom training for all candidates for your campaign.
- Complete and distribute weekly fundraising schedule to team members 48 hours prior to the start of the week.
- Work to promote one Team Leader on your campaign every six (6) weeks.
- Adhere to all policies, instructions, timelines and guidelines provided by the company and industry best practices regarding data integrity, security and confidentiality.

Position Requirements

- Ability to effectively work in a fast-paced environment.
- Ensure the continued professional development of staff.
- Manage your team in a fair, consistent and responsible manner, considering all legal requirements.
- Understand, practice and enforce all non-discrimination and non-fraternization policies.
- Ability to effectively manage campaign budgets in accordance with the campaign contracts and expectations.
- Willingness to participate in a rotating schedule which requires managers to share management responsibilities during holidays or the vacation time of colleagues.
- Ability to develop and promote Team Leaders and Fundraising Coordinators.
- Willingness to spend time fundraising as needed in order to meet campaign and personal performance targets.
- Ensure that all business conducted on behalf of the Company is ethical and done so with integrity.
- Possess a detailed understanding of and promote the Life-time Value Model of face-to-face fundraising.