



Competency-Based Job Description

Job Title: Fund Development Specialist

Department: Operations

Reports To: Director of Operations

Date Completed: May 2021

Overview

Brown Bagging for Calgary's Kids has increased the number of hungry kids fed daily through its programs by more than 100% since 2015. To accomplish this increased impact, BB4CK has broadened its program delivery through community partnerships and a focus on encouraging and supporting people in Calgary to act in meaningful ways to feed kids. Today, BB4CK continues to grow and transition in order to achieve our goal of no hungry kids. This is an exciting and challenging time in our organizational life, as we continue to meet the growing need in our community, while also focusing our efforts on strengthening our systems and processes to support our growing organization.

Our vision: A future where communities ensure no kid goes hungry.

Our mission: Connect and inspire people to take meaningful action to feed and care for kids.

Job Purpose: This role is responsible for designing, coordinating and implementing the organization's fund development program, engaging donors in a way that is meaningful and compelling.

Key Responsibilities/Accountabilities

Whole Organization:

- Be responsible for own health and wellness, personally and professionally, and take ownership to ensure you are able to perform this role as needed
- Contribute wholeheartedly to BB4CK's vision and mission
- Working effectively on tasks assigned within the context of BB4CK values and culture
- Any duties not listed below that may be required to ensure the success of the team

Fund Development:

- Lead the development and implementation of a comprehensive, proactive, relationship-based fund development strategy that raises the funds required to operate the organization



- Be creative, solution-focused, strengths-based, relational and authentic in building relationships with donors to connect them to the work of the BB4CK community
- Write and submit funding applications, reports and other necessary materials
- This role is primarily responsible for building relationships with mid- and major-level donors, although we are a small team and there are many opportunities to collaborate
- Work closely with the Fund Development Associate and Giving and Data Coordinator to manage relationships, stewardship, strategy and the overall program
- Engage the Executive Director, Director of Operations, other staff, members of the Board and other volunteers in building relationships with supporters
- Contribute to the maintenance of administrative systems, database, records and other information that allows the program to flourish

*** The list of tasks and responsibilities is not exhaustive, and the organization reserves the right to make changes to the job description in the future. Job requirement includes other duties as assigned.*

Organizational Values: (all employees)

Trust We operate in a community of trust. We act with integrity, we communicate openly, we assume the best intentions, we are intentional and consistent, and we value the role that each of us plays in feeding and caring for hungry kids.

People A healthy organization means healthy people. We practice self-awareness and growth so that we can do our best work. We practice building solid internal relationships, because that is the strongest foundation from which to influence and make a difference so that together, we can feed and care for hungry kids.

Action We know that actions make a difference. We recognize that every action taken by ourselves and our team, big and small, positive and negative, has an impact. Our collective actions allow us to feed and care for hungry kids.

Fund Development Specialist Competencies:

Adaptability (Level 3)

- Anticipates future needs or changes within the work environment
- Considers a variety of solutions and options that are consistent with the organizational direction in order address future needs
- Takes the lead in implementing changes by engaging others, addressing behaviours and anticipating barriers
- Reflects on current environment and how the change will be received



Communication (Level 3)

- Anticipates and responds to audience needs by modifying the approach, content and format of the communication
- Develops presentations and proposal that encourages buy in and support from others
- Presents constructive feedback or difficult communication in a manner that supports expectations and fosters an open conversation
- Reviews and disseminates critical and important information in order to share key points with others

Networking and Relationship Building (Level 3)

- Recognizes and builds networks or working relationships with others who can provide information, support, knowledge and experience in response to current and future needs
- Attends relevant networking events in order to develop new connections
- Properly utilizes networks and working relationships when handling complex issues or situations
- Provides information and assistance to others in order to maintain mutually beneficial networks and working relationships

Strategic Thinking (Level 3)

- Engages others in the workplace to organizational objectives and strategies, links positions and teams by communicating the importance of roles and tasks
- Asks pointed questions in order to gain more information and the perspectives of others, address issues and develops solutions that are aligned to the organization
- Has a solid understanding of the strengths and weaknesses of the organization as compared to competitors and the external environment
- Discusses the internal environment with senior leadership

Required Characteristics:

The Fund Development Specialist is a strategic and thoughtful professional, skilled in creating a diverse fundraising strategy that supports the sustainability of the organization. The person in this role will be responsible for building strong relationships with a wide array of donors, telling the story of childhood hunger in a way that drives engagement, and creating structures for sustainable fund development.

Other Knowledge and Skills:

- Working knowledge of computers, including Microsoft Office (Word, Excel, Publisher, Outlook mail) and a fundraising CRM
- Skills in building meaningful relationships with donors through sharing compelling, inspiring stories about the organization and the impact donors create



- Flexible and adaptable to changing situations

Education and Experience:

- 5+ years mid-level experience working with a team
- 7+ years experience in fund development

Working Conditions:

- BBB4CK has adopted a remote work model, empowering employees to work with autonomy from their own home-based offices.
- Allowances are in place to support employees in creating a productive and safe spaces to work effectively.
- Generally, working hours are daytime and Monday through Friday, although flexibility is required from time to time to meet the demands of the role

BB4CK offers a competitive compensation package along with professional development opportunities for innovation and professional growth. Salary will be commensurate with level of experience.

If you are looking for a purpose driven and compelling place to work, please email your cover letter and resume to rachel@bb4ck.org by May 23, 2021.

We thank all applicants for their interest in employment with BB4CK, however only those under consideration will be contacted.

www.bb4ck.org