



**Position Title:** Bilingual Development Manager

**Reports to:** Director, Development

**Start Date:** Immediately

**About Earth Rangers:**

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child in Canada. We do this through a variety of free programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging – but more importantly, they show children that the things we do today will matter tomorrow. More information about Earth Rangers is available at [www.earthrangers.org](http://www.earthrangers.org).

**About the Role:**

As the Bilingual Development Manager you will be an active contributor in the sustainability and growth of our corporate and foundation donor portfolios. Reporting to our Director of Development, you have a strong sales/fundraising background, are motivated by an entrepreneurial work environment and are excited about developing new strategies and programs to fit with corporate and foundation interests. You see the value in communication and teamwork and have excelled at working with multiple teams to develop and deliver on donor commitments. You are successful at developing tailored proposals and reports that connect with potential corporate or foundation partners and you thrive in fast-paced settings with multiple priorities.

Our ideal candidate has 4+ years of experience in fundraising within the corporate and foundation sectors with demonstrated success fundraising with francophone funders. The incumbent must be a highly skilled communicator in both official languages, strategic thinker, highly organized and passionate about our mission. As an exceptional account manager, the incumbent will have the proven ability of building a portfolio of prospective donors resulting in new revenue. This individual will have demonstrated success in securing multi-year financial gifts from new partners and in upgrading existing donor commitments. The successful candidate must possess superb oral and written communications skills, a keen eye for details and an inquisitive nature to strategically seek out new opportunities.

**Key Responsibilities:**

- Manages and consistently grows a portfolio of corporate and foundation prospects, with a particular focus on expansion into the francophone community
- Using persuasive and strategic writing skills, develops proposals, reports and other correspondence related to funding partnerships
- Researches, creates and proposes new opportunities for revenue generation
- Works closely with programs team to ensure their funding needs are met and that they are informed of all relevant sponsorship requirements
- Manages multiple projects at once to ensure optimal delivery on partner goals
- Manages multiple corporate and foundation partnerships, providing superb donor stewardship and communications

**Mandatory Qualifications:**

- Fully bilingual (French and English)
- 4+ years direct fundraising experience
- University degree or college diploma
- Excellent computer skills including MS Office applications (particularly Word, Excel and PowerPoint) with comfort in sales or donor databases
- Superb oral and written communications skills
- A valid driver's license with access to a reliable vehicle

Earth Rangers offers a competitive compensation and benefits package to successful candidates. Candidates will be interviewed on a rolling basis.

*Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.*

*Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.*

Interested applicants please forward your cover letter and resume to [hr@earthrangers.com](mailto:hr@earthrangers.com)