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**Position Title:** 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 suite 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 it's not too late to help the planet, and the things we do today will matter tomorrow.

**About the Role:**

As Development Manager, you will be an active contributor to the sustainability and growth of our corporate and foundation donor portfolios. Reporting to the 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.

Our ideal candidate has 4+ years of experience in fundraising within the corporate and foundation sectors. The incumbent must be a strategic thinker, proactive, highly organized and passionate about our mission. As an exceptional account manager, the incumbent will have the proven ability to build 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 primarily at the \$15,000+ level
- Maintains a robust fundraising pipeline, including new prospects
- Develops proposals, reports, and strategic correspondence related to funding partnerships
- Researches, creates, and proposes new opportunities for revenue generation
- Creates presentations and participates in pitch meetings
- Manages multiple projects at once to ensure optimal delivery on partner goals
- Collaborates with programs team to ensure the successful delivery of donor commitments

**Mandatory Qualifications:**

- 4+ years of direct fundraising experience
- University degree or college diploma
- Exceptional writing skills
- Excellent computer skills including MS Office applications (particularly Word, Excel and PowerPoint) with comfort in sales or donor databases
- 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.

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

*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.*