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## **Job Posting: Development Manager (35 Hours/Week)**

AIDS Community Care Montreal is proud to add a Development Manager to our team! Reporting to the Executive Director, the Development Manager will drive ACCM's grant writing program, individual giving, and event-based fundraising. The Development Manager will:

- Work with our development team to foster new and existing donor relationships.
- Build our monthly giving program, including donor campaigns and maintaining our donor database.
- Plan and execute ACCM's grant writing strategy for our programs and services as well as our operational needs.
- Play a pivotal role in our event-based fundraising strategy, including Artsida, our 30th anniversary party, our many donor events and dinners, and third party fundraisers with our partners.
- Participate in ACCM's financial governance, budgeting, and external relations.

Our Development Manager is:

- An experienced professional. You have 3-5 years experience in not-for-profit fundraising with a proven track record of success.
- A community builder. You will work in tandem with our board, development assistant, Executive Director, programming staff, and our (fabulous) volunteers. You will get people excited about the organization, promote collaborative fundraising efforts, and increase our organization's reach.
- A networker. You have knowledge of Montreal's LGBT communities, philanthropic circles, and networking opportunities. You love to shake hands and make new connections.
- A project manager. You have substantial grant writing experience with a demonstrable track-record of successful grant building from idea to execution. You will discover the intricacies of our programming, and translate our work into government, foundational, and corporate contribution agreements.
- A good human. You have a history of helping organizations do great work. You aren't afraid to roll up your sleeves and give help where it's needed. You are a volunteer, a mentor, and a friend.
- A communicator. You are fluent in French and English, written and spoken. You can synthesize complex ideas, are social media savvy, and can engage potential donors and collaborators through effective marketing.
- Resourceful. You problem solve effectively, and prioritize the needs of our members when soliciting funds and in-kind donations. You think outside the box and offer creative solutions to complex problems.

We look forward to hearing from you by **April 20, 2017**, though applications will be considered as they come in. Please send your cover letter detailing both your fundraising experience and revenue generation ideas with your CV to Matthew Halse, Executive Director, care of Cassandre Poblah, Administrative Coordinator, at [admin@accmontreal.org](mailto:admin@accmontreal.org). All applications must include salary expectations.

**We encourage people living with HIV or hepatitis C to apply for this position.**