



Fund Development and Communications Manager

Janus Academy Society

Location: Ramsay Campus

Type: Full-time

Posted: November 2, 2016

ABOUT THE EMPLOYER

Established in 1997, Janus Academy is Calgary's only school designed exclusively for children and youth on the Autism Spectrum (ASD). Janus Academy is distinguished by its small classes, low student:staff ratios, and teaching excellence using behaviour modification techniques (ABA). Janus Academy is committed to providing its students with an engaging and supportive educational experience that provides them with the ability to lead fulfilling lives.

ABOUT THE POSITION

The Fund Development and Communications Manager will be responsible for the development and implementation of a comprehensive marketing and communications strategy, as well as delivering results on the fund development plan. If you are passionate about special needs children, education and making an incredible difference then come and join our team! This is an exciting opportunity to build and shape the external relations portfolio of this growing organization.

Reporting to the Executive Director, the Fund Development and Communications Manager will work with key stakeholders to develop and execute the communications and fundraising strategies and will:

Key accountabilities –

- Provide leadership for the development and execution of a comprehensive strategic marketing and communications plan that supports the mission, vision and strategic plan of Janus Academy Society.
- Manage Janus Academy's media with a focus on website redesign and renewal, content development, delivery of information, news and accomplishments in support of Janus Academy's priorities
- Drive our social media channels
- Create, design, edit and publish our newsletters
- Manage external agencies to develop brand and marketing collateral for upcoming campaigns and organizational growth
- Execute the implementation of annual, corporate, foundation, major gifts programs; including the preparation and creation of grant applications, direct mail, and corporate proposals.
- Develop the annual Fund Development plan and budget in collaboration with the Executive Director
- Research and prioritize potential funding sources and develop a strong fundraising portfolio together with Janus fund development team
- Achieve operational fundraising goals.
- Proficiency in utilizing database system to analyze and manage donor data including stewardship, trends and communication.
- Support the process to develop relationships with donors through a donor stewardship program.
- Manage fundraising correspondence, report on outcomes, provide reports to donors and the Society as required.
- Working with a volunteer team, plan, manage and support special events throughout the year, with particular emphasis on our Gala
- Develop and implement a donor recognition program
- Create and publish programs and fund development collateral materials

Preferred Qualifications:

3 - 5 years of related experience in marketing, communications, fundraising and digital records management

Excellent verbal and written communications skills

Ability to effectively articulate mission, strategic vision and values of the organization to a wide range of constituents

Ability to interact effectively with staff and volunteers at all levels of the organization

Experience with online fundraising platforms, database management, and all common relevant software tools

Related post-secondary education, preferably in business, non-profit, or communications studies

Proven success developing, implementing and evaluating communications strategies that support the organization's goals

Strong organizational and time management skills with attention to detail

Member of the Association of Fundraising Professionals (AFP), CFRE designation is a definite asset.

To apply: Please send cover letter and resume to:

Janus Academy
2223 Spiller Road SE
Calgary, AB T2G 4G9
Attention: Executive Director
lorie@janusacademy.org

Consideration of applications will continue until the position is filled.

We thank all applicants for their interest, only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.