



CAREER OPPORTUNITY: Fund Development Manager

The Jubilee Fund Inc. is an ethical social finance, impact investment fund established as a non-profit charity to raise awareness concerning the interrelated issues of poverty reduction, financial assets, and access to financing. The Jubilee Fund provides loan guarantees, bridge financing and direct lending to organizations, businesses, (co-operatives and social enterprises) and individuals to initiate or complete community-based projects that reduce poverty and financial exclusion.

Vision Statement: *A future in which equitable economic opportunities are available to all Manitobans.*

Mission Statement: *To use social impact investments to alleviate poverty in Manitoba for organizations and individuals with barriers to traditional financing.*

Values: *Cooperative, democratic and community-based; Inclusion of underserved persons and communities; Sustainable and transparent practices.*

Job title: Fund Development Manager

Purpose of Job: The Fund Development Manager is critical to Jubilee's ongoing success and has a management responsibility focused on capital growth and investment management. The Fund Development Manager will work well in a team environment and be capable of working remotely, with little oversight and ready to meet for in person meetings with team members, partners, and clients as required.

The Fund Development Manager will ensure that all available opportunities for raising funds (grants, donations and investments) are successfully explored, managed, and grown, contributing to the financial viability and overall sustainability of the organisation.

Major Responsibilities:

- To develop and implement a fund development plan for the organisation which will achieve the goals for sustainable, operational funding and capacity growth.
- To manage and develop the JF Data Room for external investors.
- To lead all investment discussions and negotiations through to completion.
- To work in partnership with the Executive Director and other members of staff to achieve the organisations aims and ensure stability and longevity is in place for JF and its members.
- Work with the Executive Director and staff to develop and administer budgets.
- To acquire and develop a strong fundraising portfolio using all resources available.
- To identify and develop new and current suitable fundraising opportunities, including donations, grants and commercial investments such as (Jubilee Investment Certificate) JIC sales.
- Oversee JIC sales and renewals.
- To cultivate and nurture successful and productive relationships with current and potential corporate/foundation sponsors and individual donors maximising opportunities for funding growth.
- To accurately monitor fundraising progress and produce quality reports for internal and external parties when required.



- To write compelling grant proposals and bids to corporate, foundation and government funders.
- To administer Jubilee's Planned Giving Program.
- To maintain memberships and expand the membership pool.
- Maintain contact database.

Ideal Experience/Education:

- 3 years of more experience in non-profit fund raising and investment;
- Previous lending experience including deal sourcing, investment decision and underwriting either at a non-profit or commercial setting is preferable
- Previous funder and/or investor engagement and management experience
- excellent written and verbal communication skills;
- strong leadership & management skills;
- demonstrated ability to work alone and in a team;
- experience with fundraising software/databases;
- flexible and adaptable.

Education: Degree/diploma in Business Administration or Nonprofit Management

Compensation Range: Between 60-70K depending upon experience and education; Medical/Dental Benefits; 4 weeks holidays to start; Annual Wellness Bonus; Highly Flexible Location

Reports to: Executive Director

Hiring Timeline: Ideal start date at beginning of September or shortly thereafter) following interviews and selection process. Only successful candidates will be contacted.

Contact: Send resumes along with cover letter and two references to info@jubileefund.ca. Application deadline is June 28, 2024.

For more information about Jubilee Fund visit www.jubileefund.ca.