



Canadian Mental  
Health Association  
Lambton Kent

## **Canadian Mental Health Association Lambton Kent Branch**

### **Manager of Fund Development and Communications**

At the Canadian Mental Health Association Lambton Kent Branch, our vision is to have mentally healthy people in a healthy society. As a leader and champion for mental health, CMHA Lambton Kent provides services and facilitates access to the resources people require to maintain and improve mental health. Our efforts promote community integration, build resilience, and support recovery from mental illness.

The Manager of Fund Development and Communications is responsible for the development and implementation of CMHA-LK's fundraising strategy. This position will be the lead for both internal and external communication ensuring consistent and professional messaging that supports the Strategic Plan. This position will provide supervision to CMHA LK's health promotion team and is responsible for supervising the day-to-day activities of education programs that support the mental health and emotional well-being of the residents of the Municipality of Chatham-Kent and Lambton County. Managing the Agency's Volunteer and Student Placement program is part of the portfolio.

Reporting to the CEO, the incumbent will be responsible for the following functions:

- Leads the development and implementation of fundraising goals to meet the strategic goals of the organization;
- Staff lead for community fundraising events;
- Responsible for ensuring donor stewardship and promoting strong and lasting donor relationships;
- Leads the development of all Agency internal and external communication such as media communication, newsletters, and presentations using a variety of mediums;
- Works collaboratively with staff, Board and partner organizations to create effective messaging of all agency activities;
- Provides quality oversight of all communication ensuring it meets the Agency's Mission, Vision and Strategic Directions and effectively promotes the Agency's brand.
- Manages direct reports including but not limited to: delegation of work, providing feedback and conducting performance appraisals;
- Manages the Agency's Volunteer and Student Placement programs;
- Participates in program planning and development of a yearly operational plan with the CEO and leadership team;

### **Qualifications Required**

- A degree in Philanthropy, Marketing, Communications or related discipline;
- An equivalent combination of recent and relevant education and experience would be considered.
- Certified Fund Raising Executive (CFRE) designation or the ability to acquire one
- A minimum of five years of recent and relevant experience in a fund raising capacity in an organization responsible for the delivery of health, human or social service;
- An understanding of budgeting and CRA approved charitable donations guidelines;

- Past experience training and coordinating volunteers is an asset.

**Skills required:**

- Must possess strong verbal and written communication skills, be well organized, and have the ability to maintain accuracy in a detailed environment.
- High degree of proficiency in Word, Excel, PowerPoint, Publisher and Outlook applications and experience in using the internet for resource information searches.
- Integrity to work with highly confidential information.
- Fund raising knowledge, volunteer management expertise, mental health services, mental health and relevant legislation, presentation and public speaking skills.
- Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give to new ideas; to present information in an attention-getting and interesting manner.

**Hours of Work:** 35 hours/week. Flexible hours are required to meet the position requirements. Position requires travel throughout the agency catchment area. Irregular hours will be required to manage and/or attend agency events in the evening or weekend.

**Salary:** Commensurate with experience within the range: \$65,131 - \$81,341 (under review). Comprehensive Benefits package and a defined benefit plan (HOOPP).

Applicants should submit a covering letter and resume by October 16, 2019.

**Martha Young, Director of Human Resources**

Canadian Mental Health Association

Lambton Kent Branch

210 Lochiel St

Sarnia, Ontario N7T 4C7

519-337-2325 (fax)

E-Mail: [humanresources@cmhalambtonkent.ca](mailto:humanresources@cmhalambtonkent.ca)

Note: this position will remain open until a qualified candidate is hired.

**Only applicants being considered for an interview will be contacted.**

*Canadian Mental Health Association – Lambton Kent is committed to a workplace reflecting the diversity of the community it serves and encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal Peoples and persons with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.*