



RESOURCE DEVELOPMENT MANAGER, Interim

Six Month Contract

\$47,000 - \$50,000 (annual equivalent)

Cornerstone Housing for Women is an agency providing emergency shelter and supportive housing for women experiencing homelessness, poverty, mental illness, addictions, trauma and abuse in Ottawa. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.

Reporting to the Manager of Finance and Administration, The Resource Development Manager will work closely with the Executive Director and Cornerstone's Resource Development Committee to enhance our capacity to provide excellent services for women at risk by planning, implementing and evaluating an ongoing fundraising program. Responsibilities include but are not limited to Strategic Planning; Resource Development; Management of Public and Donor Relations; and Community promotion. Please see Cornerstone website for full job description.

The Resource Development Manager, Interim position will be a six month full time position with the possibility of renewal based on coverage requirements for the regular incumbent who is on a leave of absence.

QUALIFICATIONS

- Post-Secondary education in fundraising, public relations or equivalent
- Certified Fundraising Executive (CFRE) designation preferred
- Minimum 2 years' experience in a fundraising position with a social service agency
- Strong foundation in poverty, homelessness, trauma, abuse and women's issues
- Demonstrated proficiency in area of Public relations and media communications
- Experience in developing Planned Giving programs
- Excellent oral and written communication skills, preferably in both official languages
- Effective time management and organizational skills
- Positive and innovative personality with demonstrated ability to excel in a fast-paced and busy environment
- Demonstrated success in fundraising and donor relationships
- Demonstrated success in planning and managing special events
- Strong financial planning, project management and evaluation skills
- Proficiency in Microsoft Office Suite, Power Point and Excel
- Proficiency in use of fundraising software packages, preferably Income Manager
- Comfort with working in a faith based agency
- Experience working with a volunteer board
- Comfort and ability to include Cornerstone residents in fundraising efforts
- Use of a vehicle a definite asset
- Ability to work flexible hours from time to time

**Please send résumé by noon 18 March 2013 to:
S. Janet McCullough, Human Resources Manager**

By mail to: 314 Booth Street

By email to: janet.mccullough@cornerstonewomen.ca

Cornerstone / Le Pilier

Housing for Women / Logements pour Femmes

314 rue Booth Street, Ottawa, ON K1R 7K2 Tel: 613-254-6584 Fax: 613-234-6213

172 rue O'Connor St., Ottawa, ON K2P 1T5 Tel: 613-237-4669 Fax: 613-237-5659

515 rue MacLaren St., Ottawa, ON K1R 5K5 Tel: 613-233-2243 Fax: 613-233-9529

"www.cornerstonewomen.ca"