

Position Title: Senior Manager, Development and Communications

Employment Type: Full-Time

Location: Toronto

Position Summary

Asthma Canada is the only national charity solely devoted to improving the quality of life for people living with asthma and respiratory allergies. Our mission is to help Canadians with asthma lead healthy lives through education, advocacy and research.

We are seeking an expert communicator with fundraising experience to join our small but dedicated development team.

Reporting directly to the President & CEO, the Senior Manager, Development and Communications, will be responsible for raising revenue through corporate partnerships, employee workplace giving and foundation grants. This position plays a key role in Asthma Canada's fundraising strategy and will encompass a wide range of our organization's fund development activities.

Roles & Responsibilities

- Lead new corporate business development while also managing existing partnerships
- Research, write and submit both corporate and foundation grant applications, funding proposals and reports
- Develop and execute a strategy for employee workplace giving
- Manage the Asthma and Allergy Friendly Certification Program
- Collaborate with staff and volunteers to enhance fundraising initiatives
- Craft a wide range of professional marketing and revenue development materials

About You

The ideal candidate is a superb communicator and relationship builder with experience, and/or an interest in fundraising. You have a proven track-record of successfully developing relationships with donors and crafting high-quality communications and marketing materials. This role requires someone who enjoys the challenge of working in a fast-paced environment and being part of a small, tight-knit team.

Qualifications

- A university or college degree in a related field
- 3-5 years of relevant work experience in fundraising, communications, marketing, advertising or public relations
- Exceptional written and interpersonal communications skills

- Passionate about helping Canadians with asthma
- Self-motivated with excellent organizational skills and the ability to balance a number of priorities
- Exemplary relationship building skills, with the ability to effectively persuade and inspire support for Asthma Canada's mission
- Creative, detail oriented, and able to think strategically
- Demonstrated experience identifying and developing strong partnerships
- Knowledge of the healthcare sector is an asset
- Proficiency with Microsoft Office required
- Strong multi-tasking and time-management skills
- Ability to work in a results-oriented and deadline driven environment
- Experience with donor management software such as DonorPerfect and other fundraising tools like Grant Connect is an asset
- A great sense of humor is a must

If you're looking for a challenging but rewarding career as part of a growing team committed to achieving Asthma Canada's fundraising goals to help deliver our mission, then this is the position for you. Asthma Canada can provide you with meaningful opportunities to put your skills to use to better the lives of Canadians with asthma.

To learn more about Asthma Canada please visit www.asthma.ca.

How to apply

Qualified candidates are invited to submit their **resume, cover letter, and salary expectations** to info@asthma.ca by **February 22**. Please include **Senior Manager Applicant** in the subject line.

Asthma Canada is an equal opportunity employer and will accommodate individuals with disabilities through each stage of the recruitment process. If you require accommodation please advise us of any needs you may have when your interview is scheduled.

We thank all applicants but only those selected for an interview will be contacted.