

**Impact Starts at [UNICEF Canada](#)**

**JOIN OUR TEAM AS DEVELOPMENT MANAGER**

Are you an expert relationship manager based in **Calgary** looking to use your fundraising expertise to make a direct impact on the lives of children? Consider joining **UNICEF Canada** – one of Canada’s most respected and historic charities – and **be part of a high-impact, mission-driven team** working across Canada and globally to create a better world for children.

UNICEF Canada is seeking to recruit a talented & high-performing individual in the role of **Development Manager**.

**Position Details**

<b>Position Title</b>	Development Manager
<b>Employment Type:</b>	Permanent, Full-time
<b>Reports to:</b>	Director, Development (Major Gifts)
<b>Direct Reports:</b>	None
<b>Salary Range:</b>	\$63,500 to \$77,500 annually with benefits and 3 weeks paid vacation
<b>Work Location:</b>	Calgary
<b>Work Environment:</b>	UNICEF Canada currently operates under a Flexible-Hybrid model that requires team members to attend the office at least 2 days/week. <b>NOTE:</b> This role will require travel across Alberta and the prairie provinces, as well as some travel to UNICEF’s head office in Toronto.

**Position Description**

UNICEF Canada is seeking a collaborative, high-performing fundraising professional to join our Major Gifts team and contribute to UNICEF Canada’s mandate as the world’s leading child rights advocate.

Reporting to the Director, Development (Major Gifts), the Development Manager manages a portfolio of major donors and high-value prospect relationships across Alberta and the prairie provinces, with a specific focus on Calgary. The role involves leveraging existing relationships and identifying, cultivating, and soliciting new major donors (\$10,000+) and high-value prospects (\$100,000+). The Development Manager is responsible for securing over \$1 million in revenue annually through strategic stewardship, engagement, and solicitation of individual and family foundation donors.

In collaboration with the Senior Officers of Stewardship and Operations, Cultivation and Operations, and the International Programs team, the Development Manager oversees development of compelling & customized proposals for donors. With support from the Director of Development, Major Gifts, this role also

works with the Prospect Researcher to manage a donor pipeline, focusing on identifying transformational prospects and securing multi-year commitments.

The Development Manager works closely with key UNICEF Canada teams including Development, Operations, Events, Corporate Partnerships, Individual Giving, Brand & Marketing, and our Board to integrate donors across UNICEF Canada campaigns & initiatives, enhancing overall giving & engagement.

## **Key Accountabilities**

### **Revenue Generation through Major Donor Fundraising (80%)**

- Through recruitment, cultivation and stewardship, manage the portfolio of donors to secure multi-year commitments, ensuring a continued and secure financial commitment to UNICEF.
- Work closely with the Senior Manager, Events & Experiences in managing event volunteers and revenue and relationship activities that support event-based fundraising in Calgary.
- Prospect, cultivate and solicit additional major donors as identified; provide stewardship to existing relationships, renew gifts and engage new prospects.
- Support the development pipeline through prospecting and engaging in a moves management process to meet forecasting activities annually and in long-term planning.
- Support revenue growth through strategic fundraising initiatives and maximizing fundraising opportunities during emergencies.
- Support organization-wide stewardship and fundraising events looking for opportunities to increase fundraising revenues; actively attend events or activities to build on networking opportunities for prospecting and cultivation.
- Collaborate with other fundraising channels to execute strategies to cultivate new major donor relationships for revenue generation focused on fundraising team's priorities.
- Establish and execute an annual stewardship plan for all assigned major donors that establishes UNICEF as a leader in offering innovating and unique engagement journeys, with support from the Senior Officer, Stewardship and Operations.
- Work with all other departments to ensure high value partnerships are understood, prioritized, aligned and leveraged throughout the organization.
- Support the development of appropriate cultivation and engagement tools for donor use, in coordination with the Senior Officer, Cultivation and Operations and the International Programs around humanitarian emergencies and other UNICEF program updates

### **Planning, Operations & Administration (20%)**

- Support the Director, Development in the execution of relevant sections for the multi-year JSP and the Annual Operating Plan (AOP) for the team and ensure integration across the organization.
- Manage, input, update and maintain a sightline on revenue opportunities, including solicitation planning and execution in the Raisers Edge database.
- Support the development and execution of organizational priority campaigns and initiatives.
- Maintain an up-to-date and deep knowledge of UNICEF's work, leadership and projects for discussion with donors and prospects.
- Ensure that the Raiser's Edge database is kept updated with accurate information on major donors and campaign prospects for weekly reporting.
- Undertake travel and attend UNICEF fundraising events (sometimes during the evenings and weekends), as required.

## **Additional Qualifications**

- A university degree or college diploma in a related discipline.
- Five (5) plus years of relevant work experience in fundraising, sales or account management in either the public or private sector.
- Exceptional relationship management skills.
- Experience tracking relationships and running reports with Raiser’s Edge database management.
- Superior verbal and written communication skills, including public speaking.
- Excellent computer skills (Microsoft Office).
- A valid driver’s license with a vehicle, or access to vehicle.
- Fluency in French is an asset
- The ability to communicate effectively, work in a collaborative environment, be strategic, detail-oriented, resourceful and cost efficient to drive new initiatives or enhance existing programming.

## **An Employer of Choice: What We Offer**

UNICEF Canada is where **diverse talent & passion** come together to create **extraordinary impact** for every child. We are committed to being an employer of choice and building a culture that is inclusive, ambitious, compassionate, and high impact.

Members of the UNICEF Canada team have access to the following employee benefits:

<b>A ROBUST COMPENSATION PACKAGE</b>	<ul style="list-style-type: none"> <li>✓ Extended Health/Dental benefits, Healthcare Spending Account, and Wellness Account</li> <li>✓ Life, AD&amp;D, &amp; Long-Term disability insurance coverage</li> <li>✓ Employer match contributions (5%) to a Group Pension Plan</li> <li>✓ Access to parental leave top-up</li> </ul>
<b>A COMMITMENT TO WELLNESS</b>	<ul style="list-style-type: none"> <li>✓ Flexible-hybrid work environment to support the work-life integration needs of our team</li> <li>✓ Minimum 3 weeks of annual vacation (increases with time served) &amp; 1 additional day per year of service (max 30)</li> <li>✓ 10 paid sick days &amp; 2 personal days</li> <li>✓ 9 to 11 employee wellness days – an additional series of pre-set days off, given annually to further extend long weekends</li> <li>✓ Discounted rate for a GoodLife gym membership</li> <li>✓ Access to an Employee and Family Assistance Program</li> </ul>
<b>A CULTURE OF LEARNING &amp; GROWTH</b>	<ul style="list-style-type: none"> <li>✓ Access to a comprehensive global learning platform with over 1600 courses, webinars &amp; resources</li> <li>✓ Internal leadership development, training, &amp; mentorship programs that integrate Anti-Racism and diversity, equity and inclusion principles</li> <li>✓ Opportunities to access both local &amp; global stretch assignments</li> </ul>
<b>AN INCLUSIVE &amp; PURPOSE-DRIVEN WORKPLACE</b>	<ul style="list-style-type: none"> <li>✓ Centrally located head office in mid-town Toronto with satellite offices in Calgary &amp; Montreal</li> <li>✓ Easily accessed by public transit and a short walk from several parking locations</li> <li>✓ Inclusive &amp; accessible co-working and meeting spaces designed to foster purpose at every turn and accommodate the diverse needs of employees</li> </ul>
<b>A CHANCE TO DO MEANINGFUL &amp; LIFE-CHANGING WORK</b>	<ul style="list-style-type: none"> <li>✓ Under the leadership of a dynamic, accomplished, and experienced executive leadership team, you'll be part of a diverse &amp; talented Canada team committed to creating meaningful impact while fostering an inclusive and supportive work environment.</li> <li>✓ You'll join a global UNICEF family with a shared commitment to impact the lives of children</li> </ul>

## **Our Commitment to Inclusive Workplaces & Recruitment**

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion and accessibility. Requests for accommodation can be made at any stage of the recruitment process.

At UNICEF Canada, we believe strongly in personal connections and our hiring process is entirely human-driven. We do not use AI or automated systems to review applications or conduct interviews. Each candidate is evaluated by our experienced team to ensure a fair and thoughtful hiring experience.

### **How to Apply**

Please submit your resume and cover letter as one document to [careers@unicef.ca](mailto:careers@unicef.ca) by **Friday, February 14, 2025**. Please include your salary expectations in your cover email and reference **Development Manager** in the subject heading.

UNICEF Canada thanks all applicants for their interest in this opportunity, however, only those selected for an interview will be contacted. Consistent with our Child Safeguarding Policy, all successful candidates must receive clearance by a police background check (including a vulnerable sector screen).

### **About UNICEF & UNICEF Canada**

[UNICEF](#) is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work to help children survive, defend their rights, keep them protected, healthy and educated, and give them a fair chance to fulfill their potential.

[UNICEF Canada](#) is one of 32 National Committees located in countries around the world. Our team exists to fundraise for UNICEF's highest priorities, and to work neutrally with governments and the private sector in Canada and internationally to advance the rights and well-being of children and youth.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



**EMPLOYER  
PARTNER**

