



**Date posted:** March 26, 2024

**Position Title:** Development Manager

**Salary:** \$60,000 – \$75,000, commensurate with experience

**Start Date:** Immediately

**Reports to:** Director of Development

**About Earth Rangers:**

Earth Rangers is the kids' conservation organization, on a mission to create a generation of conservationists who are hopeful, informed, and empowered to take action. Since 2004 we have been testing and establishing a proven model of environmental education and engagement for kids that is truly one of a kind. Our free membership program allows children to become official Earth Rangers themselves, and provides them with fun resources and impactful activities to bring positive environmental change to their communities. Our main programs are targeted for children ages 6-12; a critical time for instilling environmental values and behaviours. With more than 350,000 members and alumni, Earth Rangers has grown to be the largest youth environmental organization globally!

The Development Manager will play a pivotal role on the fundraising team and be involved in the entire lifecycle of a donor – prospecting, setting up meetings, writing proposals, actively stewarding accounts, and reporting. We're a small and ambitious team who are passionate about Earth Rangers' mission and building meaningful relationships with our donors and sponsors with the goal of maximizing the impact of the organization. We are very collaborative, working closely both within our department and across the organization to ensure we're securing funding where it's needed. This year, the team is responsible for raising approximately \$5.5M.

We're looking for a highly motivated fundraiser who can write and speak persuasively and enjoys meeting and learning about people. If you're creative, a good communicator, well-organized, and a strategic thinker who believes in our cause, we want to meet you!

**Key Responsibilities:**

- Manage and grow a portfolio of corporate and foundation accounts at the \$10,000+ level.
- Write proposals, grant applications, and reports for corporate donors, foundations, and government in consultation with Development Team members.
- Work with the development team to maintain a robust fundraising pipeline, including identifying and following through with new prospects.
- Develop sales and stewardship materials such as presentation decks, annual reports, and other donor-facing content.
- Participate in pitch meetings.
- Collaborate with Earth Rangers' Creative and Programs Teams to ensure the successful delivery of donor commitments.

### **Qualifications and Characteristics**

- 2-4 years of fundraising, sales, grant-writing, or related experience.
- Proven track record of fundraising success.
- Excellent oral and written communication skills and the ability to think and write strategically.
- Excellent computer skills including MS Office and Google applications. Experience with fundraising CRMs an asset.
- A valid driver's license with access to a reliable vehicle.
- Organized, detail-oriented, and able to handle competing deadlines
- Well-developed sense of self accountability with ability to work independently
- An academic background in the areas of fundraising, business development, environmental communications, or other related fields are an asset.
- French language is an asset.

### **Why Work at Earth Rangers?**

- Our competitive benefits include medical & dental coverage and life insurance. Fulltime employees are eligible for a 5% match to RRSP contributions after one year of service.
- We use a hybrid work model, with office staff working at Earth Rangers Headquarters on Tuesdays and Wednesdays, and working from home on Mondays, Thursdays, and Fridays. As a member of the Development Team, travel to meetings and attendance at evening/weekend events is occasionally required.
- We close at 1pm on Fridays all summer, and the office shuts down between Christmas and New Year's.
- At our offices you will have access to free parking, an on-site gym, and beautiful trails. We are situated at The Kortright Centre, a Toronto and Region Conservation Authority property that consists of a 325-hectare natural woodland oasis.
- We cover the cost of preapproved professional development opportunities like courses, certifications and conferences to help you advance in your career with Earth Rangers.

*Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview. Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.*

Interested applicants please forward your resume to [hr@earthrangers.com](mailto:hr@earthrangers.com)