



Job Posting: Fund Development Manager

Salary	\$60,000
Type	Full-Time Permanent Position
Hours	Mon - Friday 8:30am – 4:30pm
Start Date	ASAP 2026
Reports To	CEO, Winnipeg

EXECUTIVE SUMMARY

Career Trek Inc. (CT) is looking for an energetic, dynamic, creative individual who thrives in a space of innovation, growth, and out-of-the-box thinking to work as its **Fund Development Manager in Winnipeg**. The Fund Development Manager plays a leadership role in shaping and executing our fund development strategies. Working closely with the Chief Executive Officer and Leadership Team, this position is responsible for ensuring the financial sustainability of the organization through donor engagement, events, grants, and partnerships. This role is both strategic and hands-on, rooted in relationship-building and storytelling that connects the community to our mission.

KEY RESPONSIBILITIES

Strategic Fund Development

- Lead the planning, development, and execution of our annual and long-term fundraising strategies to meet or exceed the annual fundraising targets.
- Identify agency fundraising priorities and develop new initiatives to diversify revenue sources.
- Establish fund development systems, processes, and policies, and guide the Leadership Team in consistent application.

Donor and Sponsor Engagement

- Identify, cultivate, and steward relationships with individual donors, foundations, corporations, and community partners.
- Research prospective funders and align our work with their priorities.
- Increase donor participation and giving levels through meaningful engagement and stewardship.

Campaigns, Events, and Grant Development

- Design and execute creative fundraising campaigns that reflect our values and community spirit.
- Oversee grant proposal development in collaboration with the CEO and Executive Team.
- Work with corporations/ local businesses to create third party events.
- Evaluate campaign and event outcomes, making data-informed recommendations for future initiatives.
- Sit on the Fundraising Committee of the Board of Directors. Act as an advisor to the committee, in developing and planning fundraising events.



- Work with the overarching Board of Directors to support their role in fund development, including providing relevant materials and resources to support their efforts.
- Build partnerships with other organizations to amplify fundraising efforts and community presence.

Communications and Marketing

- Collaborate with the Communications and Events Coordinator to create marketing materials (e.g., flyers, brochures, newsletters, social media content) that promote fundraising efforts and share our impact.
- Represent Career Trek at community events and third-party fundraisers, serving as an ambassador for our mission.

Operations and Reporting

- Maintain accurate donor and prospect records using CRM tools and databases.
- Prepare quarterly reports on fundraising progress, trends, and return on investment.
- Other programming duties as assigned.

Team Collaboration

- Participate as an active member of our Leadership Team, contributing to the agency's overall strategic direction.
- Mentor staff in fundraising and public engagement, cultivating a culture of philanthropy across the organization.
- Collaborate with program staff to identify funding needs and craft compelling impact stories.

WHO ARE WE LOOKING FOR?

- Minimum 5 years' experience in the non-profit sector, including a proven history in fund development and stakeholder relations.
- Minimum 2 years' recent experience managing campaigns, events, donor relations, and large fundraising budgets
- Strong understanding of community-based service delivery and prevention-focused work with vulnerable populations.
- Proficiency in Microsoft Office Suite, Excel and Share Point. Experience working with CanadaHelps and funding platforms.
- Demonstrated leadership, planning, and organizational skills.
- Excellent written, verbal, and interpersonal communication abilities.
- Comfort with public speaking and representing the agency externally.
- Willingness to travel within Manitoba on occasion.
- Available to work some evenings and weekends as needed to meet financial and operational commitments to Funders and the Board of Directors.
- Consent to and pass a criminal record check and a child abuse registry check.
- Be willing to sign a Confidentiality Agreement, Code of Ethics, and Policy Manual.
- Maintain professional development and participate in agency-wide activities.

Career Trek is committed to the work and learning, required to walk the path of truth, reconciliation, equity, inclusion and belonging. All staff are expected to participate in learning and development in this area- individually and collectively- and to work from the lens of anti-racism and anti-oppression.



BENEFITS

- Hybrid work (Monday, Wed Thurs In office, Tues & Friday Work from Home)
- Group Benefits
- AFP Membership
- Paid time off between Christmas and New Year
- 12 days of Family Leave per year
- 3 weeks vacation in the 1st year of employment

If after reading the posting and learning about some of the key responsibilities you're still interested in applying, as mentioned, please forward your detailed **cover letter** highlighting your experience along with your **resume** to Careers at: careers@careertrek.ca.

Please include "Fund Development Manager" in the subject line. Career Trek thanks everyone who applies. Only those selected for an interview will be contacted.

Career Trek is committed to employment equity practices that achieve a workforce reflective of the community at large and the participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, a Member of a Racialized Community, A Person with a Disability, LGBTQQIA+.

For more information about Career Trek please visit: www.careertrek.ca