



Job opportunity  
**Manager of Development**  
(Full-time)

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Since 1974, Moncton Headstart has been addressing the barriers that often make it difficult for disadvantaged children to succeed in school. As a registered Canadian charity providing high quality, evidence-based, early family intervention in support of vulnerable, high-risk children and their parents, we provide highly specialized services to children between the ages of 2-5 to improve future outcomes.

**JOB PURPOSE**

Reporting to the Executive Director, the Manager of Development will be a key member of the management team. They will be responsible for development and the effort to continuously improve programs and services offered to our families in the Greater Moncton region. The Manager will work closely with our community to improve donor engagement, network alignment, community, government, and foundation grant application processes in addition to coordinating and developing progressive communication's strategies. The purpose of this role is to increase revenue and awareness while improving community visibility to support our mission.

**Your focus will be:**

- Foster and develop positive relationships and new partnerships within our communities.
- Research, write, and secure opportunistic grants from government, corporations, and foundations and manage all related grant administration.
- Develop donor management and communication strategies

- Create compelling content and marketing with a focus on donor engagement, education, and community awareness.
- Other responsibilities as directed by the Executive Director

**You will need:**

***Experience***

- 3-5+ years of proven development experience with solid knowledge of charitable sector
- Communications and marketing experience, preferably in a non-profit setting
- Previous experience in acquiring opportunistic funding

***Skills and Competencies***

- Solid networking skills with a solid knowledge of building contacts and creating opportunity
- Possess a high degree of integrity, with demonstrated empathy for our mission, ensuring personal values are in alignment with Moncton Headstart
- Strategic visioning to identify potential advantageous partnership/collaboration opportunities
- Flexible and adaptable to change with organizational and effective planning abilities
- Superior communications skills
- Proficiency in English – bilingualism an asset

***Education***

- Undergraduate degree or college diploma in related discipline, or a combination of equivalent experience and training
- 2 years+ experience in a community service, a not-for-profit organization, or charity

Moncton Headstart offers flexible working arrangements, competitive compensation, comprehensive benefits, summer Fridays, and the joy of working with a dedicated group of professionals all well established in supporting our critical mission.

To apply, please send your resume to [office@monctonheadstart.com](mailto:office@monctonheadstart.com)

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