



Fund Development Manager

Lougheed House is looking for a dynamic and motivated Fund Development Manager to join our team. The role is full-time (37.5 hours/week) and will be a part of how we evolve as a cultural hub for Calgary. Our team is a passionate group of people who have worked together to set exciting new records of achievement, relevance and popularity, and we are committed to continue growing Lougheed House as Calgary's place of story and community. If being a part of this momentum appeals to you, please read on.

Lougheed House

Lougheed House is a Victorian mansion with flower and vegetable gardens, museum, restaurant and shop, all on the original 2.8 acres in Calgary's Beltline community. We have been open as a National and Provincial Historic Site since 2005 and today we are energized by new purpose, energy and progress as we continue to evolve into the place to which people come for a rich and immersive experience about our city's past in ways that inform its future.

Our Vision is to realize *historic possibilities* and our Mission is to be a *house of story*, deeply connected to this city and the people who made it. With our collaborative partners we engage meaningfully to create, honour, and share our city's diverse experiences. On our [YouTube channel](#) you will find videos of some of our award-winning community collaborations.

This sandstone prairie mansion was built in 1891 by Senator Sir James Alexander Lougheed and his wife Lady Isabella Clark Hardisty Lougheed. They raised their family here, made the home one of the finest residences in Canada's west, and provided the political and social hub of fast-growing Calgary until 1936, the year of Lady Lougheed's passing. Between 1939 - 1978 the House was variously used as a residence for a Provincial youth employment women's training program, a WWII offices and barracks for the Canadian Women's Army Corps, and a Red Cross headquarters.

Today Lougheed House offers a regular exhibition program, a venue rentals program, shop and a Restaurant by Chef Judy Wood. We feature community collaborations and host programs, events, tours and learning opportunities for visitors of all ages. Lougheed House is operated by the Lougheed House Conservation Society, a non-profit charity.

This is an exciting and important time for the Lougheed House. Throughout the pandemic, we have remained an active presenter of programming, exhibitions, and events, working in partnership with community collaborators to deliver programming in the House and Gardens, and online. View our 2019 [Report to Community](#).

We are poised to play a vital role in the recovery of the cultural sector in Calgary as we move forward with Lougheed House Re-Imagined, a new permanent exhibition that will showcase Lougheed House and Calgary history.

Your role as Fund Development Manager

Reporting to the Executive Director, the Fund Development Manager is responsible for leading, planning, managing, and overseeing all aspects of fund development for Lougheed House, with particular focus on individual giving, stewardship, developing digital fundraising, campaign, and membership. The role is also responsible for overseeing corporate partnerships, grants, special events and venue rentals at Lougheed House.

Responsibilities:

- Work closely with the ED, the Board, and staff to develop strategies for donors and prospects, ensuring effective use of resources, identifying/pursuing new sources of funding, while ensuring optimal fundraising outcomes in accordance with ethical fundraising principles.
- Develop and implement a digital fundraising strategy to grow online giving with a specific focus on online donor acquisition, and recurring giving.
- Expand major gifts, recurring, annual, and planned giving programs.
- Build and steward relationships to secure financial support from individuals, foundations and corporate partners who are aligned with Lougheed House's vision, mission, and values.
- Lougheed House Re-Imagined Campaign development and execution.
- Deliver and manage engagement campaigns, strategically focused on donor renewal, new donor acquisition and donor retention.
- Provide monthly reports to the ED, the Board and Finance Manager, measuring progress of agreed upon targets and milestones.
- Develop strategies to evaluate and evolve the Lougheed House membership program.
- Oversee the planning, execution, and ultimate success of Lougheed House fundraising events.
- Supervise the Special Events Coordinator who is charged with venue rental bookings and sales.

Qualifications:

- A relevant post-secondary degree or combination of relevant training, education, and experience
- A Certified Fundraising Executive (CFRE) designation is an asset. Canadian Association of Gift Planners (CAGP) membership is an asset.
- 5+ years of progressive fund development experience with an emphasis on individual giving (major, recurring, annual), campaigns, digital fundraising
- Experience developing and implementing a digital fundraising strategy (digital marketing for revenue generation)
- Significant knowledge of fund development best practice
- Proven ability to maximize existing revenue streams

- Demonstrated ability to interact comfortably, tactfully, and effectively with donors, varied internal and external constituencies and a wide range of stakeholders
- Knowledge and experience of special events planning and management
- Experience managing staff and a team of volunteers
- Demonstrated experience with creative design, digital media and web best practices, and knowledge of industry trends
- Exceptional written and verbal communication skills; case development and proposal writing skills
- Demonstrated abilities with MS Office including Word, Excel, PowerPoint, SharePoint, and Outlook
- Detail oriented, focused, and strategic thinker, able to adapt quickly, with initiative, passion, and energy
- Innate desire to promote and live the values of Lougheed House

Please note, a security clearance check is required for this role.

Working Conditions & Requirements:

- Evenings and weekend work, as required, in order meet the needs of our donors, clients and business
- As we are currently working from home during the pandemic, the successful applicant requires a stable internet connection. If there is a barrier to access, please inform us during interview process so that we can plan to accommodate.

Application Process

Lougheed House is committed to diversity and inclusion and we respect the visible and non-visible differences between all of us. We aim to be welcoming to everyone and, as such, encourage qualified candidates from a diverse range of backgrounds.

Interested applicants should submit their cover letter and resume no later than February 26.

We thank all interested applicants; however, only qualified candidates will be contacted.

In the spirit of our efforts to promote reconciliation, we acknowledge the traditional territories and oral practices of the Blackfoot (Siksika, Piikani, and Kainai), the Tsuut'ina (Sarcee), the Stoney Nakoda First Nations, the Métis Nation of Alberta (Region 3) and the Métis Homeland.

