



Stella's Circle

Creating Community Together

Manager of Fund Development & Communications Strategy Division

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year, championing growth and transformation through housing, mental health, and employment.

The Position

The Manager of Fund Development and Communications is responsible for the planning, coordination, and oversight of fund development and communications functions to support organizational sustainability, brand integrity, and stakeholder engagement. The role oversees fundraising activities, communications strategy, media relations, and team operations to ensure consistent, aligned, and effective messaging across the organization. As a member of the Management Team, the Manager contributes to organizational planning, cross-functional coordination, and advancement of strategic priorities, ensuring that communications and fundraising efforts support program delivery, organizational visibility, and long-term growth.

What You'll Do

Fund Development & Donor Relations

- Leads the development and implementation of a comprehensive fund development strategy, including individual giving, corporate partnerships, foundation funding, and government opportunities, to support organizational revenue targets.
- Oversees the planning and execution of fundraising initiatives, including major gifts, annual campaigns, and donor stewardship activities, ensuring alignment with organizational priorities and funding requirements.
- Cultivates and maintains relationships with donors, sponsors, and funding partners, supporting long-term engagement and diversification of revenue streams.
- Monitors fundraising performance, analyzes trends, and adjusts strategies to enhance outcomes and ensure sustainability.

- Oversees donor data management systems to ensure accurate tracking, reporting, and informed decision-making.

Communications, Brand Management, and Media Relations

- Leads the development and implementation of an integrated communications strategy that aligns internal and external messaging with organizational priorities and brand standards.
- Oversees internal communications processes to ensure timely, clear, and consistent information flow across teams, supporting organizational alignment and staff engagement.
- Manages external communications, including website, social media, public relations, and stakeholder communications, ensuring consistency and responsiveness.
- Oversees media relations activities, including the development of media releases, proactive engagement with media outlets, and coordination of media inquiries.
- Ensures communications support is provided across programs and social enterprises, maintaining brand consistency while supporting program visibility and revenue-generating activities.
- Oversees the development of organizational materials, including proposals, reports, impact communications, and promotional content.

Stakeholder Engagement and Events

- Coordinates the planning and execution of fundraising events, public engagement activities, and organizational events, including the Annual General Meeting.
- Builds and maintains relationships with community partners, funders, and stakeholders to support collaboration and organizational visibility.
- Evaluates event and campaign outcomes, using data and feedback to inform future planning and continuous improvement.

Staff Supervision and Workforce Support

- Provides ongoing supervision, coaching, and performance feedback to fund development and communications team, supporting accountability and professional growth.
- Facilitates regular team meetings to support communication, coordination, and problem-solving within the team.
- In collaboration with People & Culture, participates in recruitment, selection, and onboarding activities, providing role-specific input and supporting staff integration.
- Supports staff development and ensures access to training opportunities aligned with departmental and organizational needs.

Financial Management and Operational Oversight

- Develops and manages the fund development and communications budget in collaboration with the Director of Operations, ensuring alignment with organizational priorities.
- Monitors expenditures and ensures financial accountability across fundraising, communications, and event activities.
- Supports the development and implementation of processes, systems, and tools to enhance operational efficiency and effectiveness.

What You'll Bring

- Post-secondary degree in marketing, communications, business, public relations, or a related field.
- Minimum of five (5) years' progressive experience in fundraising, communications, or a related field, including experience in staff supervision.
- Demonstrated experience in donor relations, fundraising strategy, and revenue generation.
- Strong knowledge of communications strategy, media relations, and brand management.
- Experience working within the non-profit or community sector is considered an asset.
- Excellent written and verbal communication skills, with the ability to tailor messaging to diverse audiences.
- Strong stakeholder management, organizational, and relationship-building skills.
- An equivalent combination of education, training, and experience will be considered.
- Criminal Record Check with Vulnerable Sector Screening.
- Reliability Status with Public Services and Procurement Canada.

The Details

This is a full-time 12-month contract position. The salary range for this position is \$68,428.23 - \$74,021.23. Normal hours of work are Monday – Friday, 8:30am – 4:30pm, totalling 75 hours bi-weekly. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave, management leave, birthday leave and three weeks vacation as well as 15 statutory holidays and summer hours.

How to Apply

This position will remain open until filled. Please send your cover letter and resume to:

Human Resources
Stella's Circle
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

