



Development Manager

Executive Profile Presented By



Shape the Future, Empower Lives, and Build a Legacy.

For over 40 years, the Cowichan Women Against Violence Society (CWAVS) has been a beacon of support and advocacy in the Cowichan Valley, empowering women, children, and families affected by violence. Our services include safe housing, legal advocacy, youth empowerment, and community outreach.

CWAVS is a growing organization with multiple site locations and a steadfast commitment to equity, reconciliation, and social justice. We create transformative programs that address immediate needs while driving systemic change.

Put simply, we provide life-changing support to women, children, and families in the Cowichan Valley.

To help support this crucial mission, CWAVS is now seeking an exceptional **Development Manager** to champion our mission and spearhead our fundraising and donor engagement efforts.

This is a great opportunity for an enthusiastic fundraiser to:

- Contribute to building a safer, more equitable community;
- Align your professional expertise with meaningful work that leaves a legacy;
- Directly empower individuals in crisis, helping them find safety, stability, and hope;
- Shape the future of a growing organization by leading transformative fundraising initiatives;
- Take on a leadership role that values innovation, collaboration, and professional growth;
- Enjoy a hybrid work arrangement while staying connected to the vibrant Cowichan Valley community.



3,933
Clients Served
Across 25
Programs



389
Homelessness
Prevention
Services



549
Clients Accessed
Counselling
Services



299
Clients Accessed
Poverty Law
Services



325
Students
Reached

Information for Candidates

At CWAVS, you will be part of a team that creates a world free from violence and inequality. This is your chance to lead purposefully, inspire change, and contribute to a legacy of hope and empowerment in the Cowichan Valley.

Cowichan Women Against Violence Society has partnered with The Discovery Group on this search.

To apply or learn more, please contact Christoph Clodius at christoph@thediscoverygroup.ca or Laura Heikkila at laura@thediscoverygroup.ca. If you're interested or curious, or know someone who is, please be in touch.

Application Timing and Process:

Candidates will be evaluated on an ongoing basis, so we are encouraging early and/or immediate applications and enquiries. We welcome questions and enquiries prior to applications!

Compensation & Benefits:

This position has a salary range of \$85,000 – \$87,000, depending on the experience and skills of the selected candidate.

Benefits include generous holidays and health leaves, a comprehensive suite of extended medical and dental insurance coverage, and an RRSP match program.

Location:

Duncan, BC (Hybrid remote; semi-regular travel to the Cowichan Valley required).

CWAVS Commitment to Equity:

Cowichan Women Against Violence Society is committed to upholding the values of equity, diversity, and inclusion. CWAVS holds a human rights exemption under the BC Human Rights Code to prioritize hiring Indigenous candidates, reflecting our commitment to reconciliation and amplifying Indigenous leadership. Indigenous applicants are strongly encouraged to apply, as we value lived experiences and cultural knowledge that align with our mission to support women, children, and families impacted by violence.

All individuals who would contribute to the further diversification of our organization are encouraged to apply.

About the Role

The Development Manager plays a critical role in ensuring CWAVS's financial sustainability and growth by leading all aspects of fundraising, donor engagement, and communications strategy.

Reporting to the Executive Director and collaborating with the Board of Directors, the Manager develops and implements comprehensive fundraising plans, oversees donor stewardship, and builds meaningful relationships with diverse stakeholders.

This position also supervises the Digital Media and Fundraising Coordinator, ensuring cohesive messaging and impactful community engagement. The Manager serves as an inspiring leader who can align CWAVS's values with innovative development strategies, advancing the organization's mission and goals.

Key Responsibilities

Strategic and Organizational Leadership

- Build and implement the Annual Development Plan to meet and exceed fundraising targets.
- Collaborate with the Executive Director, Board of Directors, and program leaders to align fundraising efforts with CWAVS's strategic priorities.
- Identify innovative funding opportunities to support program expansion and sustainability.
- Actively contribute to CWAVS's strategic planning and organizational growth.
- Uphold CWAVS's mission, vision, and values, serving as a role model for professionalism and integrity.

Fundraising and Donor Relations

- Build relationships with major donors, corporate partners, and community stakeholders.
- Lead major gift campaigns, planned giving initiatives, and grant writing efforts.
- Oversee donor recognition and stewardship programs to foster long-term loyalty and support.
- Lead grant research, proposal writing, and reporting to secure funding from government agencies, foundations, and other sources.
- Plan and execute signature fundraising events, ensuring they align with CWAVS's vision and goals.



Community Engagement and Events

- Strengthen CWAVS's community presence through strategic outreach and networking.
- Build partnerships with local businesses, community groups, and other stakeholders to expand support for CWAVS programs.
- Represent CWAVS at events, conferences, and community initiatives, ensuring consistent messaging and engagement.

Staff and Volunteer Leadership

- Supervise the Digital Media and Fundraising Coordinator, providing mentorship and fostering professional growth.
- Attend Board meetings and provide detailed updates on fundraising performance, impact, and future strategies.
- Engage Board members and community volunteers in fundraising activities as appropriate.

Marketing and Communications

- Supervise the Digital Media and Fundraising Coordinator to maintain a strong digital presence.
- Oversee the creation of compelling marketing materials, including newsletters, brochures, and annual reports.
- Ensure consistent messaging that reflects CWAVS's values and impact.

Operational Excellence

- Manage donor data using CRM systems, ensuring accuracy and compliance with CRA regulations.
- Monitor and report on fundraising campaign performance, identifying successes, challenges, and areas for improvement.
- Monitor the development budget and provide regular progress reports to leadership and the Board.
- Ensure compliance with CRA regulations, privacy laws, and fundraising ethics.

The Candidate:

Desired Skills:

- **Strategic Leadership:** Ability to create and execute comprehensive plans that align with organizational priorities.
- **Fundraising and Relationship Building:** Proven success in cultivating strong relationships with donors, corporate partners, and community stakeholders.
- **Communication Excellence:** Exceptional verbal and written communication skills, including grant writing and storytelling.
- **Digital Proficiency:** Skilled in donor management systems, marketing platforms, and tools such as Canva, WordPress, and social media.
- **Analytical Thinking:** Data-driven approach to measuring outcomes, evaluating strategies, and refining plans.
- **Creativity and Resilience:** Innovative problem-solver who adapts to challenges and seizes opportunities.
- **Team Leadership:** Strong ability to inspire, guide, and mentor staff to achieve shared goals.



Ideal Qualifications:

- Nonprofit fundraising experience with proven success meeting revenue targets.
- Strong communication skills, including grant writing and donor engagement.
- Experience cultivating relationships with diverse stakeholders.
- Commitment to social justice, anti-violence work, and reconciliation.
- Strong organizational skills and attention to detail.
- Experience planning and executing successful events.
- Knowledge of CRA regulations and nonprofit compliance standards.
- Proficiency with CRM systems, Microsoft Office, Canva, and social media platforms.
- Professional fundraising certifications or affiliation with a fundraising association.



Navigating complex challenges for social profits

The Discovery Group is an international consulting firm dedicated to the social profit sector. We believe that social profit organizations can change the world. Since 2017 it has been our mission to help social profits across the globe achieve their vision and elevate community impact. We work side-by-side with our clients to help them envision change, determine how to make it happen, and put the necessary tools and skills in place for success.

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