



Our vision is a Manitoba where no one goes hungry. We operate the largest community food network in the province to alleviate hunger, promote access to nutritious foods, and help support healthier living for Manitobans in need. Join our Crew and help us nourish our communities.

Development and Database Administrator

Full-Time Permanent

Salary Scale - \$17.00 to \$24.79 per hour

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking a Development and Database Administrator that will work well with our development team. Reporting to the Senior Manager of Development and works with the CEO and Director for Food and Fundraising. The Development and Database Administrator primary objective is to support, assist and collaborate with the Development team in advancing their work in prospecting, grant and foundation research.

What you will do:

Grant and foundation Research and Management (50%)

- Identify and research potential grants and Foundation opportunities through database software
- Assist in identifying opportunities for funding and complete the application with the support of the Development Team
- Manage existing grants by tracking; developing internal reporting systems; maintaining excellent historical records
- Working with Development team to ensure each project or program is meeting proposal conditions and expectations.
- Manage grant calendar, track deadlines and the process of applications.
- Ensure grant, donor and gift information are up to date and accurate in Donor Perfect.

Prospect Research - Individual and Corporate (50%)

- Proactively identify new donor prospects using external information, external data mining, extensive relationship mapping, etc.
- Using a broad spectrum of resources, research, organize, and evaluate a prospect's financial capacity, ability to give, inclination to give, charitable interests, and connection to Harvest Manitoba mission & values.
- Produce summaries and reports on prospects and donors by synthesizing and analyzing information obtained from internal and external sources.
- Assist in developing and implementing proactive prospecting methodologies to identify potential supporters and track status internally
- Track all constituent relationship activity, profiles, research & information in Donor Perfect
- Track and report relationship activity including identification, qualification, cultivation, solicitation, and stewardship of prospective and current individual and corporate donors



Other Activities

- Assist with identifying sponsorships opportunities for Harvest's signature events
- May be required to assist at our Harvest Manitoba's signature events
- Be a Harvest Brand Ambassador and share our content on social media if comfortable

About You:

- You believe in the dignity of all humans and have a caring, positive attitude.
- Provide a welcoming and appreciative environment, and work to improve the experience of, and ensure the retention of our donors
- Provide leadership, guidance and mentoring to our volunteers
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met
- Ability to effectively coordinate multiple projects, deadlines, and priorities
- Clear, professional, and warm communicator
- Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload
- Excellent computer skills and the ability to use the internet as a research tool
- 1-2 years' experience with CRM data base software is preferred
- Ability to pass a Criminal Record Check & Child Abuse Registry Check.
- Commitment to the organization's vision of accessible, healthy, and sustainable food for all.

**** We are open to a hybrid model of working at Harvest Manitoba.**

Application Instructions:

Apply on Indeed or send an email with your cover letter and résumé to HR@harvestmanitoba.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.

Thank you for your interest in Harvest Manitoba.