

About Windmill Microlending

Windmill supports immigrants, including refugees, who arrive in Canada with education, skills and experience and want to continue their professional success. Lacking the financial resources to pay for training and licensing, immigrants often fall into low paying “survival” jobs to make ends meet. Without income, collateral or credit history, it can be difficult, if not impossible, for them to access financing and reach their professional goals.

Windmill addresses this problem by providing microloans of up to \$15,000 to internationally trained immigrants so they can obtain the Canadian licensing, credentials or training required to achieve their career goals. Since 2005, Windmill has provided \$30 million in loans to more than 4,500 immigrants across Canada from a wide range of occupations. The impact of a Windmill loan is profound:

The income of skilled immigrants is increased 2-3x on average. With the help of a loan, which averages about \$8,000, our clients typically double or triple their income.

- **The contributions of skilled immigrants to the Canadian economy multiplies exponentially.** Every \$1 invested, Windmill returns \$38 for the Canadian economy in the first year after a borrower completes their learning plan.
- **Canadians, as a whole, benefit** when immigrants are able to put their skills to work in Canadian communities, particularly where there are skill shortages.

Windmill is the only national charity providing microloans to skilled immigrants. In the past decade, Windmill has grown from a grassroots organization in Calgary, approving seven loans in its first year, to a national organization approving over 1000 loans a year.

With over 180,000 skilled professionals entering the country each year, and awareness of the program still low, Windmill’s Board and CEO are positioning Windmill to increase its impact exponentially.

Position Description

Windmill Microlending is seeking an experienced and accomplished individual to serve as a Manager, Philanthropy and Investments to provide leadership to a team of fundraisers and to cultivate, solicit and close major gifts and Community Bond investments in support of our cause. With a focus on gifts of \$10,000 +, and Community Bonds of \$50,000 +, the Manager, Philanthropy and Investments will be responsible for two reports, a portfolio of prospective supporters and raising funds in support of our ambitious fundraising targets.

This full-time position is based in our Toronto office, with a focus on prospects in The GTA, Southern Ontario and Manitoba. The Manager, Philanthropy and Investments reports to the National Director, Development, working closely with the CEO and the Development team. The Manager, Philanthropy and Investments will play an important role in supporting significant growth and organizational change at Windmill, where the environment is fast-paced and entrepreneurial.

The Manager, Philanthropy and Investments role contributes to the attainment of WM's mission and exemplifies the WM values of Passion, Empowerment, Simplicity, and Results in all s/he does. This role will have the following responsibilities:

Identifying new prospects

By maintaining and growing a strong network in the community, the Manager, Philanthropy and Investments will populate their portfolio in part with prospects they identify and qualify as potential supporters.

Cultivating support

The Manager, Philanthropy and Investments will strategically engage with prospective supporters to gain insights into their values, interests and priorities with an eye to making the right ask, for the right project, at the right time.

Making proposals and closing gifts and investments

The Manager, Philanthropy and Investments will use their excellent communication and writing skills to write and deliver proposals and presentations to prospective supporters and investors, and will work to close gifts and investments in support of Windmill's mission.

Working with senior volunteers

The Manager, Philanthropy and Investments will be skilled at encouraging Windmill's senior volunteers to participate in the cultivation, solicitation and stewardship process and will work to ensure our volunteers are set up for success.

Supervising Staff

The Manager, Philanthropy and Investments will provide guidance, strategic direction and supervision to the Senior Development Officer and the Development Officer. The Manager, Philanthropy and Investments will drive accountability for ambitious targets, oversee and implement effective moves management while providing support and strategic guidance to their direct reports.

Representing Windmill

The Manager, Philanthropy and Investments will be a public-facing ambassador for Windmill, and will represent the organization and its mission with empathy, passion and professionalism.

Reporting, measurement and information management

The Manager, Philanthropy and Investments will ensure that the outcomes of their work with prospects are reported so that value is retained and performance is measured. Using Raiser's Edge, the Manager, Philanthropy and Investments will participate in "moves management" to ensure that opportunities for generating support are maximized.

Other duties as assigned

All Windmill team members are collaborative and flexible. Participating in special projects and assisting across departments for the realization of pan-organizational objectives will be a key responsibility for the position.

Key Competencies and Characteristics

- Proven track record of cultivating and securing major gifts of \$500,000 or more.
- Competence and experience in leading teams in pursuit of ambitious targets
- Familiarity with and commitment to the donor cycle and the processes associated with guiding prospective supporters to give and renew their giving.
- Goal oriented self-starter, driven and motivated to meet and exceed targets.
- Flexible and team oriented, taking pride in setting others up for success and meeting new challenges and change with positivity.

Qualifications and Knowledge:

- Bachelor's Degree or Equivalent Education/Experience
- Minimum 5 years' experience in major gifts with CFRE certification required
- Knowledge of Salesforce software preferred
- Intermediate to advanced MS Office skills (Word, Excel, PowerPoint, SharePoint and Outlook)

Working Environment:

- Shared office space
- Full-time
- Flexibility to work outside of regular business hours due to committee and other meetings, events, emergencies

Salary:

- Commensurate with experience. Windmill offers an attractive compensation package.

If you meet the criteria above and are interested in applying for the position, please send your resume to hr@teamwindmill.org (reference: Manager, Philanthropy and Investments). We are actively recruiting for this position, so to ensure you are given due consideration for this opportunity, interested candidates should send their resume, including a cover letter and salary expectation, as soon as possible. The successful candidate will be required to provide a Police Clearance Certificate. We thank all applicants for their interest; however, only those considered for an interview will be contacted directly. No phone calls, please.

Information on Windmill MicroLending can be found at <http://www.windmillmicrolending.org>