



## Job posting for 105 Gibson Centre

### About 105 Gibson Centre

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a Christian faith based community centre. 105 Gibson Centre is an innovative project run by Christian values to serve the priority neighbourhoods in the area of Markham South, North York and Scarborough North. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide diversified social services, such as youth programs, older adult wellness community education, food bank, cultural and recreational activities, Café and spiritual care. The Centre also partners with various local organizations to provide comprehensive tailor-made services to the residents of the community and surrounding neighbourhoods. 105 Gibson Centre opened in Oct 2013. Running for over 70 hours a week, we have captured up-to-date more than 50,000 visits through rental and programs and some 2,500 individuals have registered for our programs or services, per year.

We are looking for a candidate for the following post immediately:

### **Business Development Manager (Full-time Position)**

We are looking for a Business Development Manager (F/T, working 40 hours a week) reporting to the Centre's General Director. The position has the purpose of continuously building the brand and future of 105 Gibson Centre through research and fundraising to serve the mission of the Centre. Success in the role of the Business Development Manager would be measured by the following:

1. Outcome measures that reflect a growing visibility of the Centre in the community, informed by data and research
2. Effective collaboration with ministry leads to help develop the Centre strategy and ministry approach
3. Spiritual element incorporated into all services

### **Job responsibilities:**

#### **Strategy**

- Inform the Senior Management Team by collecting strategic data and associated community engagement objectives in collaboration with ministry and operation leads to further the Centre's mission and goals

### **Partnerships and relationships**

- Actively promote the Centre with relevant partners, business community, user community, media and the general public in collaboration with ministry leads
- Identify and analyze community skills, assets, issues and needs through conducting periodic community needs assessment and research
- Actively engage the community in making sense of their issues, collaboratively work with ministry leads to set goals to respond to these issues and needs through empowerment and active participation
- Develop resources for the Centre by playing a lead role in Centre fundraising and writing funding applications
- Develop and maintain relations with individual, foundation and corporate donors
- Act as a resource person for engaging the community in branding and marketing
- Build links with external groups and agencies to grow Centre's visibility in current and future offerings
- Onboard, supervise and support the business development team

### **Operations**

- Identify and compile creative funding applications to secure monies for Centre projects / program design development and implementation
- Develop new leads and donor relationships
- Work collaboratively with other departments to help grow the Centre strategy and the services
- Help position the Centre at the top service batch in the marketplace of community centres
- Provide spiritual input to the planning, execution, and offering of the services
- Design and develop a scheme of client satisfaction measurement and to monitor the client response
- Develop a client marketing strategy

### **Qualification:**

- Exceptional professional with 5-12+ years of work experience and a demonstrated passion for not-for-profit business development
- A bachelor's degree or equivalent with business fluency (communicates in financial sustainability, return on investment, impact per donor dollar, etc.)
- Prior fundraising experience is not necessary (though some exposure to this would be good). We are looking for someone with a sharp business mind primarily (e.g.,

former management consultant or similar professional), together with strong interpersonal skills and an abiding commitment to our mission

- Strong existing networks in the philanthropic community preferred. Ideal candidate would be able to leverage past relationships to develop a strong pipeline of new partnerships.
- Team player and experience working in not-for-profits and with volunteers
- Excellent verbal and written communication skills.
- Experience with team management
- Experience with successfully leading and managing teams encouraging a culture of continuous improvement and individual and team development
  
- Excellent interpersonal, communication and management skills with experience creating content and presenting to clients and senior executives
- Self-motivated and detail-oriented with a high degree of autonomy, energy, flexibility and drive to create and develop compelling sports related programs
- Capacity to work with people from diverse cultural backgrounds
- Capacity to work efficiently within a multidisciplinary team
- Sensitivity to diversity, poverty and minority issues
- Available to work a flexible schedule, including some evenings and weekends
- Mature and pleasant personality
- Growing learner and humble leader
- Proficiency in English; Cantonese and Mandarin are bonuses

Interested candidates are welcomed to submit a detailed resume outlining their qualifications and experience to:

Human Resources  
105 Gibson Centre  
105 Gibson Drive, Markham, ON L3R 3K7  
Email: [jobsatgibson@gmail.com](mailto:jobsatgibson@gmail.com)  
Webpage: 105gibson.com

**Deadline for applications: June 14<sup>th</sup>, 2019**

We thank all applicants, however, only those considered for an interview will be contacted.