



Manager of Development & Community Engagement

Full-Time | Management | On-site | Reports to: Executive Director

About Us

We're not here to manage homelessness. We're here to end it.

Wyndham House is leading a bold movement to become the first community in Canada to end chronic youth homelessness. Our work goes far beyond shelter and housing. We focus on root-cause solutions, prevention, systems change, and wraparound supports.

We're looking for a strategic, creative, and action-oriented Manager of Development & Community Engagement to help lead this work. This is not just a communications or storytelling role. It is a key leadership position for someone who can build relationships, grow support for our work, and turn ideas into action both online and in the community.

The Opportunity

As Manager of Development & Community Engagement, you will help build and grow Wyndham House's base of support. You will lead fundraising and donor engagement, develop community partnerships, and oversee our external communications and public presence.

You will be responsible for developing and implementing an annual fundraising strategy, growing our donor base and revenue, and building strong relationships with donors, businesses, community organizations, and other supporters. You will also lead communications that help people understand our work, connect with our mission, and see the impact of their support.

This is a hands-on leadership role for someone who enjoys building relationships, developing ideas, and seeing them through from concept to completion.

What You'll Do

Fundraising & Development

- Develop and implement an annual fundraising strategy, including clear revenue and donor growth targets, in collaboration with the Executive Director.
- Identify and pursue opportunities to grow revenue through individual giving, major gifts, corporate sponsorships, campaigns, events, and other fundraising initiatives.
- Research and identify prospective donors, sponsors, foundations, and community partners.
- Develop and maintain a strong donor pipeline and support strategies to increase donor acquisition, retention, and engagement.
- Plan and execute fundraising events and initiatives, including Wyndham House's major annual fundraiser.
- Develop and lead digital fundraising campaigns, including Giving Tuesday, year-end giving, and other targeted campaigns.
- Develop and maintain corporate and community sponsorship opportunities.

With creative persistence and low-barrier, wraparound support, Wyndham House meets youth needs to ultimately prepare them for their own version of successful living.

MAILING/ADMIN OFFICE

77 WESTMOUNT ROAD, UNIT 300
GUELPH, ON N1H 5J1

CONCURRENT YOUTH HUB

457 WOOLWICH STREET
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SUPPORTIVE HOUSING PROGRAMS

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(519) 837-3892 GUELPH, ON

- Oversee and promote in-kind donation drives and partnerships, with support from staff and volunteers.
- Track fundraising results against established goals and use data to evaluate effectiveness, identify opportunities, and improve return on investment.

Donor Relations & Stewardship

- Build and maintain positive, long-term relationships with new and existing donors.
- Act as a primary point of contact for donors and respond to inquiries and requests in a timely and professional manner.
- Develop donor communications that are authentic, engaging, and connected to the impact of Wyndham House's work.
- Develop and implement donor stewardship and recognition activities.
- Identify opportunities to deepen donor engagement and increase ongoing support.
- Work closely with the Executive Director on the cultivation and stewardship of major donors and strategic supporters.

Grants & Development Administration

- Research, develop, submit, and manage grant applications to foundations, government funders, and private sector organizations.
- Manage grant implementation, reporting, and follow-up requirements.
- Monitor and maintain donor and fundraising records and ensure information is accurate and up to date.
- Use CRM and fundraising data to identify trends, inform strategy, and support decision-making.
- Track fundraising activity, revenue, donor growth, retention, and return on investment against established goals.
- Generate and maintain appropriate donor tax receipts and records.
- Maintain organized fundraising files, calendars, deadlines, and reporting requirements.

Community Engagement & Partnerships

- Build and nurture relationships with the broader community, including schools, local businesses, faith groups, civic organizations, and community partners.
- Develop outreach strategies that increase awareness of Wyndham House and bring new supporters and champions to our work.
- Represent Wyndham House at public events, speaking opportunities, community meetings, and roundtables.
- Identify opportunities for community partnerships, collaborations, sponsorships, and engagement.
- Develop public education and engagement opportunities that help build understanding of youth homelessness, prevention, housing, and the solutions that work.
- Support staff and leadership with materials and messaging for community-facing work.

Strategic Communications

- Bring Wyndham House's mission, strategy, and impact to life through clear, compelling, and consistent storytelling.

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- Develop and implement communication and marketing strategies that increase public awareness, engagement, and trust.
- Manage Wyndham House's external voice and presence across platforms, including the website and media relations.
- Develop content that connects donors, community members, and partners to the impact of their involvement.
- Support internal teams with strategic messaging, communications materials, and visuals for community-facing work.
- Ensure communications are consistent with Wyndham House's brand, values, and strategic priorities.

Who You Are

- A confident and self-directed leader who takes initiative and can move ideas from concept to completion.
- A strong relationship builder who genuinely enjoys networking and connecting people to a cause.
- A strong writer and storyteller who can communicate effectively with different audiences.
- Someone who is comfortable balancing strategy with hands-on execution.
- Organized, resourceful, and able to manage multiple priorities and deadlines.
- Comfortable using data and results to evaluate what is working and where there are opportunities to improve.
- Confident representing an organization publicly and building relationships in the community.
- Passionate about youth equity, housing, and creating meaningful community change.

What You Bring

We know no one person will check every box, and we value lived experience, transferable skills, and a willingness to learn as much as formal credentials. That said, strong candidates will bring:

- 3–5+ years of experience in fundraising, donor relations, development, community engagement, or a related field.
- A track record of planning and delivering successful fundraising campaigns, events, or initiatives.
- Demonstrated experience building and maintaining donor or community relationships.
- Experience developing or contributing to strategies that grow revenue, donor engagement, or community support.
- Exceptional writing, editing, and storytelling skills across a range of formats and platforms.
- Confidence with public speaking, networking, and representing an organization in the community.
- Strong organizational and project management skills.
- Experience with CRM or donor management systems and using data to inform fundraising decisions.
- Experience with grants, corporate sponsorships, in-kind giving, media outreach, or supervising contractors or volunteers is considered an asset.

Why This Role Matters

This role is central to building the community support behind Wyndham House's work. You will help grow the resources, relationships, and public understanding needed to prevent and end youth homelessness.

You'll have the opportunity to be creative, strategic, and hands-on while working closely with the Executive Director and a team that is committed to making meaningful change in our community.

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What We Offer

- A passionate, values-driven team committed to equity, impact, and innovation.
- A dynamic and collaborative work environment where your ideas and perspective matter.
- Opportunities for professional growth, creativity, and leadership.
- The opportunity to build and shape Wyndham House's development and community engagement work.
- The chance to contribute to a mission focused on creating lasting change for young people in our community.

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