

Director of Fund Development

Hospice Vaughan

Since 1995, Hospice Vaughan, a not-for-profit, volunteer-based organization, has been helping people with life-limiting illnesses live fully in comfort and with dignity until they die, while providing support for families, friends, and caregivers. Currently we offer community-based programs and services including Hospice at Home, Day Programs, Wellness Programs, Counselling, Education and Bereavement services and a 10-bed residence.

JOIN OUR TEAM:

This role will appeal to a dynamic and experienced professional who values hospice palliative care and who is eager to support a growing organization and an energetic team. Reporting to the Executive Director, you will work collaboratively with all team members to achieve, lead, and maintain the financial viability of Hospice Vaughan.

RESPONSIBILITIES:

- Drive annual fundraising opportunities for the Organization
- Design and implement a ladder of engagement for individual donors; develop successful cultivation strategies to identify and secure new donors and to increase major donor giving levels
- Drive the acquisition of new corporate and foundation partners to support our events and programs
- Direct and execute Hospice Vaughan's signature fund raising events
- Develop and implement a planned giving program with a focus on legacy giving
- Lead, develop and manage staff within the portfolio
- Collaboratively develop, implement a system to monitor key fund development metrics to effectively evaluate the operations and outcomes of fund development initiatives
- Research and oversee all potential grant applications
- Adopt a collaborative leadership approach promoting an organizational culture that place value on the contributions and insights of all members of the team
- Provide leadership to other staff to ensure the effective delivery of organization outcomes related to events and other fundraising initiatives, marketing, digital & print communications; as well as on-call duties as required
- Create and implement a plan to provide outstanding donor and sponsor stewardship
- Proactively deepen relationships with existing donors, ambassadors, community partners and sponsors; create opportunities to develop new senior level relationships
- Identify opportunities for third party fundraising and outreach opportunities
- Plan and execute a communications and social media strategy to support service awareness and fundraising goals
- Oversee Social Media accounts (Facebook, Twitter, Instagram, LinkedIn)
- Manage the development and monitoring of the portfolio budget; complete financial reports, identify financial trends and risks
- Develop and manage systems/procedures to oversee budgets & evaluation metrics
- Write & manage the development of internal and external communications related to organizational communications/fundraising/events and public education
- In collaboration with the Manager, Volunteer Services, develop and support skilled volunteers that assist in organizational goals
- Other duties as assigned

QUALIFICATIONS:

- Minimum of 5 years' experience in fundraising and communications with demonstrated success, preferably in the not-for-profit sector
- Undergraduate degree or equivalent combination of education and experience in Non-Profit Management, Fundraising, and Marketing
- Experience at leadership and management level
- Experience working with a Board of Directors
- Excellent oral, written and interpersonal communication skills (including public speaking)
- Demonstrated success in donor cultivation, solicitation, and stewardship
- Strong computer skills, with proficiency in Microsoft Office, Adobe Creative Suite, Donor Management Software (i.e., Raisin, Raiser's Edge, Sumac). Experience working in Microsoft 365 an asset.
- Compelling and creative visual storyteller with a keen ability to identify and generate stories
- Demonstration of independence and ability to think critically and creatively

Key Competencies Required:

- Highly sensitive to work in confidential environment with the upmost professionalism
- Knowledgeable on CRA requirements as they apply to registered charities is an asset · CFRE desirable or willingness to work towards is an asset
- Understanding of the Donor Bill of Rights (Imagine Canada) is an asset
- Positive Attitude – takes responsibility, is accountable, respectful of others, able to deal with change
- Knowledgeable about hospice palliative care, health care etc. is an asset
- Demonstrated team player
- Experience working in a fast-paced, dynamic environment that is outcome based · Commitment to self-learning and flexible work style (including evening/weekend work)
- Valid Ontario Driver's License and Access to a reliable vehicle is required
- Successful candidate is required to provide a criminal reference check
- Fluency in French or other languages is an asset
- Two COVID-19 vaccinations a must