

Director of Fund Development and Communications

Hospice Vaughan

Hospice Vaughan is a non-profit health care organisation that serves the city of Vaughan and its surrounding communities. It offers a 12-bed residential hospice. As part of the community since 1995, Hospice Vaughan also provides wrap-around support programs for clients, their families and the greater community including Health System Navigation, Caregiver Support, Day Programs, Wellness Programs, and Grief and Bereavement Support.

The Position

We are looking for a dynamic and engaging person who values hospice palliative care and will take Hospice Vaughan to the next level in fund development. The successful candidate will be:

- A proven and experienced fundraiser with a strong understanding of major gift fundraising best practices and a demonstrated ability to secure gifts from primarily individual donors (and secondarily from corporate partners) with expertise in all aspects of fundraising including pipeline development, cultivation, and solicitation of gifts.
- A driven and an articulate professional with an ability to forge relationships. They will be skilled at communicating the Hospice Vaughan vision and mission in a compelling and engaging fashion.

Our Team

The role reports to the Executive Director. The Fund Development department's current staff are a highly-experienced event lead and a communications specialist.

Responsibilities

Primary

- Raise significant funds for the annual and major gift programs
- Secure new corporate and foundation partners to support our events and programs
- Proactively deepen relationships with existing donors, ambassadors, community partners and sponsors
- Create and implement a plan to provide outstanding donor and sponsor stewardship
- Oversee Hospice Vaughan's signature fund raising events
- Develop and implement a planned giving program

Other

- Lead, develop and manage staff within the department
- Support skilled senior volunteers who assist in achieving organizational goals
- Research and oversee all potential grant applications
- Adopt a collaborative leadership approach promoting an organizational culture that places value on the contributions and insights of all members of the team
- Identify opportunities for third-party fundraising and outreach opportunities
- Oversee an existing communications and social media strategy to build awareness and achieve fundraising goals, and in the long-term updated as needed.
- Oversee social media accounts (Facebook, Twitter, Instagram, LinkedIn)
- Collaborate with executive director re department budget and establish evaluation metrics.
- Other duties as assigned

Qualifications

Primary

- Proven track record in achieving fund development targets
- Minimum of 5 years' experience in fundraising and communications with demonstrated success
- Demonstrated success in donor cultivation, solicitation, and stewardship
- Experience working with senior level volunteers
- Excellent oral, written and interpersonal communication skills (including public speaking)
- Be a strong team player
- University degree
- CFRE desirable or a willingness to work towards this is an asset
- Management experience
- Strong computer skills with proficiency in Microsoft Office and donor management software

Other

- Highly sensitive to work in a confidential environment with the upmost professionalism
- Knowledgeable on CRA requirements as they apply to registered charities
- Understanding of the Donor Bill of Rights (Imagine Canada)
- Knowledge about hospice palliative care, health care etc. is an asset
- Knowledge of/residence in Vaughan is an asset
- Commitment to continuous learning and flexible work style (including occasional evening/weekend work)
- Valid Ontario Driver's License and access to a reliable vehicle is required
- Successful candidate is required to provide a Vulnerable Sector Check
- Two COVID-19 vaccinations a must

Work Location

This role requires significant in-person interaction with donors and potential donors, as well as the need to support a staff team; therefore, there are limited opportunities to work from home.

We Offer

- Professional development support and opportunities
- Competitive compensation with health benefits
- Employer-matched RRSP

Qualified applicants are invited to forward a cover letter and resume to hr@hospicevaughan.com. Please specify "Director Fund Development and Communications" in the subject line of your email. Include your personal email if applying via a job portal.

Applications are welcome until the job posting is filled.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted. Please no phone calls or agency inquiries

March 2024