



Director of Development

Position: Full-time (35 hours/wk) permanent position
Hours: 9:00am -5:00 pm, Mon-Fri with occasional flexibility required
Location: CRC at 40 Oak St. – Gerrard & Parliament
Supervisor: Executive Director

The CRC is an innovative, impactful, collaborative mid-sized, multiservice agency that has proudly served the Regent Park and surrounding neighbourhood for over 50 years. We are home to the Regent Park Community Food Centre and its suite of high-impact programs. In 2012, the CRC opened a beautiful new building and a new chapter in its history. Our building has a 5000 square foot community hub of program space and we host the only not-for-profit social housing in Regent Park. The CRC works with low-income community members to build capacity to change situations and conditions for the better, both in their own lives and in the wider community.

The CRC is looking for a talented, motivated **Director of Development** to lead our development initiatives and join a dynamic, creative, and dedicated leadership team. You'll get to work with a talented staff, a dedicated board, passionate volunteers, collaborative partner agencies and neighbours who will cheer you on.

The Opportunity

The CRC has created a stable funding base with a well-balanced stream of revenues: foundations, government funding, individual and corporate donors, rental income, benefits/galas, etc. The organization is at a pivotal stage of growth and development and is looking for an energetic and entrepreneurial professional to strategically lead our team in development and philanthropic initiatives. We want to find a person who understands the critical contribution they will make to our mission.

The Director of Development is responsible for all fundraising initiatives and activities of the organization. S/he is responsible for the development and implementation of the annual giving plan including cultivating and maintaining relationships with new and existing donors and supporters and leading the research and writing of grant proposals and evaluation reports as required along with staff. The Director works with our highly dedicated Fund Development volunteers to support the bi-annual Building Lives Benefit and other smaller special events. As a member of the management team, the Director participates in strategic planning and budgeting initiatives in addition to problem solving. S/he works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

The compensation is competitive, with an excellent benefits package.

Job Summary

Major Responsibilities

1. Oversee and manage fundraising strategy, fund development
2. Oversee and manage Communications
3. Oversee Volunteer Coordinator and Fundraising consultants
4. Administration
5. Participation as a CRC leadership team member

1. Fund Development

- a) Work with the Executive Director, the Board and the Fund Development Committee to establish a strategic, multi-year financial growth and sustainability plan for CRC
- b) Develop a stewardship strategy by cultivating deeper ties with donors and sponsors from among individuals, corporations, foundations, faith communities, and governments
- c) Work with the Executive Director and the Board to organize a Major Donor Program
- d) Provide leadership to develop, implement, monitor and meet the annual fund development plan for CRC; establish short and long range development goals, including budget targets for individual, corporate, foundation, annual direct marketing appeals, and special event revenue
- e) Develop and enhance CRC's relationships with key constituencies via networking, public speaking, presenting and other relationship-building activities; coordinate opportunities for the Board and Executive Director to help in cultivating and soliciting major donors to secure and increase annual donations at the major gift level
- f) Prepare funding proposals, grant applications and reports to corporations, foundations, or governments in collaboration with staff

2. Communications

Develop and implement an annual communications plan, including social media, promotional materials and media relations

3. Volunteer Program

Oversee the Volunteer Coordinator to ensure that volunteers have meaningful opportunities and receive supervision, training and support

4. Administration

5. Participate as CRC leadership team member

Qualifications and Experience

The successful candidate will be a passionate donor relations professional, pro-active in setting goals, and self-motivated to achieve results. Reporting to the Executive Director, the primary focus is to achieve annual revenues sufficient to fund existing and growing programmatic needs and increase public awareness regarding CRC programs and services.

- 5+ years' experience and ability in resource development and donor relations
- 2+ years supervisory or management experience

- Degree in a relevant field of study
- CFRE certification preferred
- Demonstrated program planning and evaluation experience
- Passion for the work at CRC and a demonstrated commitment to social justice

Knowledge and Skills

- Understanding of the AFP, CAGP, APRA code of ethics
- Strong computer literacy with experience with fundraising databases (Income Manager)
- Social media expertise
- Capacity to effectively plan and implement fundraising campaigns
- Excellent leadership skills; Impeccable judgment and discretion; strong diplomacy
- Creative, solutions-focused, team player
- Entrepreneurial attitude and approach to fundraising – self-motivated and directed, excellent time management
- Experience working with a Board and donors
- Demonstrated ability to effectively engage senior staff and board in solicitation and cultivation activities; able to mobilize volunteers
- Demonstrated ability to generate and deliver persuasive and clear written and verbal communications, with strong presentation skills
- Events organization experience an asset
- Exceptional interpersonal and communication skills both written and oral; strong grant-writing and editing skills
- Able to work sensitively and with healthy boundaries with people of diverse backgrounds, including those who experience poverty and discrimination
- Able to work occasional evenings and weekends as required
- Patient with a good sense of humour and an ability to inspire and motivate others
- Knowledge of Regent Park an asset; experience in a unionized environment an asset
- Ability to organize workload to ensure cyclical deadlines will be met and to prioritize multiple tasks in a fast-paced environment

Please submit your resume by **November 28th 2017** at 5 pm to hiringcommittee@tcrc.ca

CRC encourages applications from people representing the diverse community we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CRC will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, but only those selected for an interview will be contacted.