

Employment Type: Permanent Part Time – 25 hours per week
Reports To: President & CEO
Vacation Accrual: Accrues 75 hours paid vacation time per calendar year
Benefits: Health/Dental; RRSP + TFSA matching; Paid sick day x 6
Pay Type: Salary
Supervisory: No
Management Team: No
Leadership Team: No
Direct Reports: None

Under the leadership of the President & CEO, the Director, Development is an exceptional fundraiser and stakeholder relations specialist. This is a new contract designed to develop the core functionality of a development team at the NaAC.

The incumbent will have a proven track record of developing and sustaining strategic relationships that assist in advancing the organization's mandate, generate revenue to strategic initiatives and create ambassadors in the community. This critical fundraising position will develop the NaAC's fund development program and cultivate relationships with existing and prospective donors. The incumbent will develop a comprehensive fund development strategy, including stewardship, and support fundraising efforts from the ground-up.

KEY ACCOUNTABILITIES

Fund Development

The DD is responsible for the development of a sustainable and adaptive fundraising strategy. The DD is the primary fundraiser, second only to the President and CEO and is expected to take initiative to elevate the NaAC's profile with prospective donors.

- Plans, organizes, and directs programs to secure annual and major gifts by pursuing the identification, qualification, cultivation, solicitation, and stewardship of private support from individuals, corporations, and foundations to the NaAC.
- Builds and manages relationships with donors, funders, and prospects.
- Actively supports the President & CEO in their fundraising activities, including strategic oversight.
- Maintains an active schedule of face-to-face meetings with major gift suspects and prospects.
- Stewards donors through ongoing communications, recognition activities, invitations to key events, and interaction with beneficiaries of their support.
- Completes appropriate grant applications to regional, provincial and federal funders.
- Leads the analysis, formation, and implementation of fundraising plans, policies, and procedures as they pertain to NaAC's development program.
- Implements and improves systems to track donor information, history and maintain data integrity.
- Plans and executes strategic fundraising and donor stewardship events, in collaboration with other key NaAC team members.
- Ability to analyze and synthesize complex and sensitive material and use it to develop proposals and reports, and to present appropriate, well-informed messages to donors.
- Promotes a culture of philanthropy across the organization by engaging staff, board, and volunteers in plans and priorities.

SKILLS & QUALIFICATIONS

Technical Skills

- Advanced skills in business applications (Microsoft Office 365) is required
- Ability to occasionally work remotely, using Teams, Zoom, and/or Slack
- Experience with donor database management systems is required

Required Qualifications

- A university degree in a related field
- 5 years' experience of demonstrated success in developing, implementing and evaluating a comprehensive fund development program that includes annual giving, monthly giving, events, digital fundraising, major and planned gifts
- Demonstrated success in building and maintaining long-term relationships with donors, foundations, grantors and volunteers
- Team leadership experience in a dynamic and complex environment
- Exceptional organization strategic planning and project management skills
- Strong interpersonal skills and decision-making capabilities
- Successful completion of all security clearances will be required

Preferred Qualifications

- A CFRE designation or current membership with the Association of Fundraising Professionals would be considered an asset
- Experience in the arts and culture or social services sector would be considered an asset