



JOB POSTING: Director of Development, Better Living Charitable Foundation

Opportunity Overview

We are seeking a dynamic, collaborative, and inspiring leader to join our team as *Director of Development* for the Better Living Charitable Foundation.

Reporting to the *President and CEO* and working with a Board of Directors, the *Director of Development* will develop the strategic vision for the Charitable Foundation and provide oversight to the planning and execution of fund development initiatives. The successful candidate will balance strong business acumen with a passion for fundraising.

In exchange for your talent, skills, and experience, we will offer you the opportunity to become part of our dynamic organization. We offer employee growth and learning opportunities and provide a competitive salary and benefits package. Apply today and become the newest member of our team!

The Organization

Established in North York in 1969, Better Living provides a continuum of care to seniors, individuals with disabilities, and those with life limiting illnesses. Operating out of six (6) locations and serving the Central LHIN, and parts of Toronto Central LHIN, our services include long term care, community support services, community hospice and most recently, a 10-bed hospice residence.

The Better Living family is comprised of three organizations: *Better Living Charitable Foundation*, *Better Living Health and Community Services*, and *Better Living at Thompson House*. Each organization has a unique focus and program and service offerings, and together they work to achieve the Better Living vision – “Our community will experience a BETTER quality of life”.

The *Director of Development* is a key member of the *Better Living* senior management team and is accountable for providing strategic and operational leadership to the Charitable Foundation. Established in 2003, the Charitable Foundation is responsible for

raising \$1.3M-\$1.4M annually to support the entire Better Living family of organizations including:

- Better Living Health and Community Services
- Better Living at Thompson House
- Meals on Wheels and More
- Margaret Bahen Hospice for York Region
- Doane House Hospice
- PalCare Network for York Region

For more information please visit:

www.mybetterliving.ca

www.mealsonwheelsandmore.ca

www.myhospice.ca

www.doanehospice.org

www.palcarenetwork.org

Key Accountabilities

The key accountabilities of the *Director of Development* include:

- Plan, develop, manage and evaluate all aspects of a comprehensive fund development program including tribute donations, direct mail, grant writing, planned giving, special events, and sponsorship.
- Foster the growth of best practices in gift processing, data management and donor communications, following CRA guidelines for gift acceptance, accounting, acknowledgement and donor management.
- Conduct a feasibility study and provide advice and recommendations on the viability of a capital campaign for long term care.
- Ability to effectively utilize the Raiser's Edge platform for donor cultivation, solicitation and stewardship
- Ensure that all activities of the Charitable Foundation are conducted in accordance with all legal and statutory requirements and with Better Living's policies and procedures.
- Manage the development, monitoring and ongoing review of the Charitable Foundation budget. Complete funder reports and report in a timely manner on financial trends, budget variances, and identified risks to the President and CEO.
- Collaboratively develop, implement and monitor key performance metrics to effectively evaluate the operations and outcomes of the Charitable Foundation's fund

development initiatives. Utilize the results to continuously improve programs and events.

- Adopt a collaborative leadership approach promoting an organizational culture that places value on the contributions and insights of all members of the team.
- Work with the human resources department to ensure that the Charitable Foundation is adequately resourced; that the staffing structure supports expected strategic and operational outcomes; and that employment standards and/or organizational policies are upheld.
- Develop partnerships with external stakeholders by stewarding individual, corporate and philanthropic support.
- Stay abreast of changes or trends in fund development in order to inform and successfully advise senior management on strategic priorities.
- In consultation with the President and CEO, identify and effectively respond to critical performance and/or financial issues which have the potential to adversely impact the organization.

Qualifications and Competencies

The ideal candidate will possess the following minimum qualifications:

- 10 years of fund development experience, preferably in an organization with diverse programs, services, and locations.
- 5 years of experience at a senior management level.
- Experience managing staff and working with a Board of Directors.
- Undergraduate degree, or equivalent combination of education and experience, in a related field.
- Preference will be given to those candidates with a Certified Fundraising Executive (CFRE) designation.
- Demonstrated experience in identifying, securing and stewarding major gifts and sponsorships at the five and six figure level.
- Strong knowledge of online fundraising platforms; experience with Raiser's Edge an asset.
- Knowledge of senior's services, long term care and hospice an asset.
- Demonstrated integrity and a commitment to the AFP code of ethical principles.
- Leadership experience, with accountability for budget, workforce management, business operations, and stakeholder relations at the organizational or division level.
- Experience developing professional and effective working relationships with staff, volunteers, peers, stakeholders, community members and funders.
- Ability to establish and maintain a collaborative work environment focused on empowering employees to achieve organizational objectives through the

effective organization and delegation of work assignments; the clear communication of organizational expectations; and the achievement of shared goals.

- A demonstrated commitment to continuous learning and improvement. The successful candidate will have a track record of seeking out new ideas, pursuing and achieving goals, and using lessons learned to improve the performance and effectiveness of the fund development programs.
- Effective listening skills including the ability to seek clarification as necessary, and an openness to understanding and integrating the ideas of others.
- Experience working with and meeting accreditation or quality standards.
- Successful completion of *Vulnerable Sector Screening* within one month of employment.
- Must possess a valid Ontario Driver's License and access to a vehicle for the purposes of business travel.

Location

This position will be based out of:

Margaret Bahen Hospice
653 Queen Street
Newmarket, ON L3Y 2J1

With expectations to provide support at additional worksites including:

Better Living Health and Community Services
1 Overland Drive
North York, ON M3C 2C3

CONTACT INFORMATION

For more information about this exciting opportunity please contact:

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Executive Recruitment package is available on request for qualified candidates.