



Building Welcoming and Equitable Communities



# OPPORTUNITY BRIEF

## Director of Development

SEARCH CONDUCTED BY PLACEMAKING 4G



# STATEMENT OF INTENTION

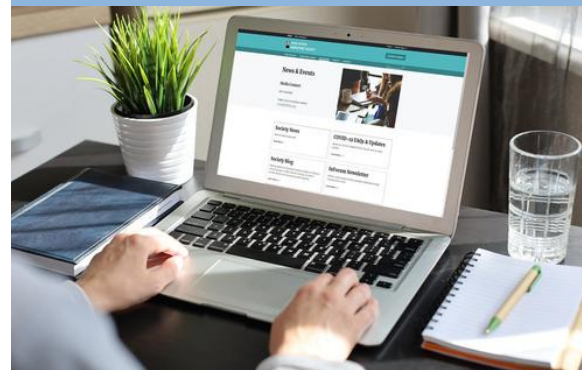
We encourage applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. We are committed to accommodating those with disabilities at any stage of the hiring process.

## ABOUT

Located on the traditional territories of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, Haudenosaunee, and the Wendat peoples, Skills for Change (SfC) is working towards advancing the Sustainable Development Goals for the Greater Toronto and Hamilton Area. Named Charity Village's Best Non-Profit Employer - Diversity, Equity, and Inclusion and winner of the 2021 Canada Volunteer Awards for Innovation, our organization is committed to reducing poverty, improving mental health, eliminating gender-based violence, building community, eradicating systemic racism, and settling and creating sustainable communities for all immigrants, refugees, and underserved communities. Start your career with SfC and join our 41-year history of creating innovative programming to build welcoming and equitable communities.

### *The core values that guide our work:*

- ▶ Excellence    Transparency    Empathy
- ▶ Inclusivity and Diversity



# THIS MOMENT, THIS POSITION

The Director of Development will play a pivotal role in driving the organization's mission and strategic vision. They will be responsible for identifying needs, and developing new funding initiatives that enhance existing programs. They will lead a team of program designers and developers, work closely with partners, and secure funding through grant writing and fundraising initiatives and develop plans to achieve them.

## POSITION RESPONSIBILITIES

### Team Management and Leadership

- **Team Development:** Responsible for hiring, training, development, and manage a high-performing team.
- Foster a culture of collaboration, innovation, and excellence within the team to perform at the highest level.
- **Cross-functional leadership:** Collaborate with other departments such as finance, marketing, and operations to ensure program success and goal achievement.
- **Strategic Guidance:** Provide strategic direction to the team, ensuring alignment with the organization's mission and goals.

### Strategic Planning

- Work closely with the Chief Strategy, Innovation, and Growth Officer to position the fundraising function in alignment with the overall organizational strategy, goals, and mission.
- Analyze emerging market trends and community needs to identify opportunities for new or improved funding.

### Fundraising

- Identify potential funding opportunities at the local, regional, and the national levels by, Overseeing the grant writing process with the team of Program design staff
- Design and implement corporate and community fundraising initiatives to bring in unrestricted funding in coordination with the Manager of Fundraising
- Oversee the development and implementation of the Social Enterprise project in coordination with the Social Enterprise team
- Utilize the understanding of logical frameworks and theories of change to craft compelling, outcome-oriented funding proposals.
- Engage with donors and secure sponsorships for program and agency initiatives.

### Partnership Development

- Cultivate and maintain positive relationships with external partners, stakeholders, and community organizations to further organizational goals and priorities.
- Collaborate with internal departments to ensure seamless integration of new programs into the current SFC program offerings.

### Financial Management

- Prepare and manage budgets for program development activities by keeping the overall departmental goals in mind.
- Monitor expenditures and ensure optimal allocation of resources.



## Communication

- Board Reporting: Regularly update the board of directors on program status and milestones.
- Public Relations: Represent the organization at external forums, including industry conferences, funder gatherings, and media events, to share best practices and promote the organization's programs.
- Performance Metrics: Develop and track Key Performance Indicators (KPIs) for departmental success.

## Compliance and Reporting

- Ensure that all funding activities adhere to legal and organizational policies and procedures.
- Oversee the preparation of regular compliance reports for submission to regulatory bodies and partners.
- Risk Assessment and Mitigation: Identify potential risks and issues within programs and develop mitigation strategies.
- Policy Alignment: Ensure that all programs align with state, federal, and sector-specific compliance regulations.
- Quality Assurance: Implement and oversee quality assurance processes for program delivery.

# EDUCATION & EXPERIENCE

- Bachelor's degree in Social Work, Public Administration, Business, or a related field. Master's degree preferred.
- At least 7 years of experience in development and fundraising, preferably in the nonprofit sector.
- A CFRE designation would be an asset
- Strong understanding of logical frameworks and theories of change, with the ability to articulate these clearly
- Demonstrated experience in grant writing, fundraising, and budgeting.
- Excellent leadership and team management skills.
- Strong analytical, problem-solving, and strategic thinking abilities.
- Exceptional communication skills, both written and verbal.
- Knowledge of grant writing resources and information sources with a national scope.
- Familiarity with fundraising software and database management.
- Passion for the mission and values of Skills for Change.

## The Ideal Candidate

This individual demonstrates a profound understanding of grant writing, and strategic planning, underpinned by exceptional leadership capabilities. Their commitment to equity, community empowerment, and innovation aligns seamlessly with Skills for Change's mission, ensuring they can effectively steer the organization's fundraising initiatives and collaborate cross-functionally to achieve impactful outcomes.



# THE PACKAGE

Salary: \$110,000 - \$115,000/year

Location: Hybrid (791, St. Clair ave west, Toronto)

## Benefits:

- comprehensive benefits package
- flexible hybrid work arrangements



## WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

## APPLICATION DETAILS

### **APPLY NOW BY CLICKING HERE!**

Applications will be accepted until the position has been filled.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

**Don't be generic. Be yourself.**