



*The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.*

## Director, Fundraising & Communications

**Classification: Misc**

**Benchmark: 3095**

**Status: Regular, Full-Time**

**Employee Group: Excluded**

**Start Date: ASAP**

### Job Summary

The Director, Fundraising and Communications is a member of the Centre's Leadership Team and is accountable for the overall direction, management and advancement of the Centre's strategic fundraising priorities whilst also playing a leadership role in the Centres' communications strategy. This includes the development and implementation of effective fundraising strategies and programs, marketing communication, membership, administration of fundraising tools, and supervision of department staff, contractors, and volunteers

### Responsibilities

#### Development Planning and Fundraising

- Work with the Executive Director and the Foundation Board of Directors to ensure the development and execution of the agency's short- and long-term fundraising plans
- Research and develop strategies for fundraising through major gifts, endowments, grants, events, corporate support, planned giving, and other methods as appropriate
- Write briefs, proposals, management reports and other persuasive fundraising collateral
- Create and manage the annual Foundation budget based upon the fundraising strategies developed and ensuring expenditures are kept within budget
- Attend Board and Committee meetings, providing specific input and support for fundraising
- Liaise with and participate in relevant associations and organizations to remain current in the field
- Maintain an awareness of current fundraising programs, practices, trends, and potential supporters
- Manage the receipt of gifts, maintaining proper accounting and financial reporting systems
- Creates, maintains and reports on dashboard metrics, using metrics to communicate program effectiveness.
- Develop and manage the Centre's donors, funders and volunteer database

#### Donor and Public Relations

- Develop, implement, and monitor donor and volunteer recognition programs
  - Responsible for planning and implementation of programs and initiatives to create awareness, educate, inform, and promote a strong positive profile of the Centre both internally and externally and promoting the mission of the Centre in the community
- Responsive to donors, volunteers, staff and board in order to enhance and expand relations and generate community engagement

#### Membership

- Works with the ED and Board to develop and implement a membership model for the organization.
- Overall accountability for member engagement and experience.
- Grow and foster a base of members who can provide key input into the organization (strategy, quality improvement, networking, fundraising, investing)
- Other duties as required



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### Qualifications

#### Education, Training and Experience:

- University degree or diploma in business, marketing, public relations, communications or fundraising or other related field
- CFRE preferred (Certified Fund-Raising Executive)
- A minimum of eight years' experience in a range of fundraising, event planning and marketing activities in a not-for-profit environment

#### Knowledge, Skills and Abilities:

- Sound knowledge and a proven track record in a range of fundraising, event planning and marketing activities in a not-for-profit environment
- Professional fundraiser with a proven track record of successful relationship management and meeting or exceeding fundraising targets
- Experience and success in obtaining major gifts, endowments, and corporate support, and in implementing planned giving campaigns
- Responsible for identification of prospects and cultivating a culture of philanthropy among all stakeholders and executes best practice by demonstrating transparency and trust.
- An extensive understanding of planned giving vehicles, techniques and strategies
- Knowledge of the current tax law, as it relates to charitable giving and understanding of non-profit regulations and compliance issues.
- High standards of integrity, ethics, judgement and confidentiality
- Supervisory, organizational, budgeting, time management and Board-relationship skills
- Ability to think strategically and act collaboratively to achieve results
- Excellent networking and interpersonal skills, including the ability to encourage and motivate donors, volunteers, and staff
- Results driven, self-starter, and highly motivated with a leadership and interpersonal style that fosters constructive and productive relationships with diverse audiences
- Compelling communicator, applying excellent written and oral communication skills to synthesize complex information into compelling and strategic material
- Previous experience of working for a not for profit organisation

#### Working Conditions and Provisos:

- Physical ability to carry out the duties of the position
- Appointment subject to satisfactory completion of a criminal records check
- Adhere to the philosophy, policies and procedures of the Centre
- Ability to work different hours as operationally required

**Application Information:** To apply, please send your résumé with a cover letter by email referencing [RFT-DRDC](mailto:RFT-DRDC) to [info@pivothrservices.ca](mailto:info@pivothrservices.ca):

**Closing Date:** November 11, 2019, posting will remain open until filled

*We are committed to enhancing our diverse workforce.  
We thank you for your interest and advise that only those shortlisted will be contacted.*

**Nurture • Grow • Thrive**

Posted: October 25, 2019