



Job Posting - Director of Development

Overview

Big Brothers Big Sisters of Niagara is seeking a dynamic, collaborative and inspiring leader to support fundraising initiatives and donor relations as the Director of Development.

The Director of Development will provide leadership for donations, major gifts, fundraising events, sponsorship opportunities, grants, existing and new revenue streams that will enable children and youth to benefit from life-changing mentorship. The Director of Development will bring new ideas and experience and will provide oversight for sustainable development programs. The Director of Development will be part of a socially innovative and inclusive organization that inspires young people to realize their potential.

About Big Brothers Big Sisters

Big Brothers Big Sisters (BBBS) is a charitable organization that has been supporting vulnerable young people in Niagara for the past 85 years. Our mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. This is achieved through a combination of one on one and group mentoring programs, offered both in the community and in schools. Thanks to support from stakeholders, donors, businesses, grants and foundations BBBS raises over 80% of their annual revenue.

The two Niagara based Big Brothers Big Sisters agencies are in the process of becoming an amalgamated agency providing increased services and impact for vulnerable children, youth and their families across the twelve municipalities in Niagara.

Our Vision: All young people realize their potential.

Our Mission: Enable life-changing mentorship relationships to ignite the power and potential of young people.

Our Values: Mentorship, Community, Excellence, Innovation and Integrity.



Director of Development Responsibilities

Fund Development and Donor Relations

- Design and implement long-term, sustainable fundraising strategies and initiatives, including major, planned and annual giving streams, to obtain sufficient funds and stimulate revenue growth.
- Prepare cases for support and project plans for investments in programs and translate these into compelling donor opportunities by creating new cases for support.
- Develop effective strategies for donor recognition, stewardship, reporting, and engagement to ensure effective donor relations are implemented across all donor levels.
- Build mutually respectful relationships with past, current and prospective donors.
- Assume responsibility for a portfolio of key major gift prospects, including individuals, corporations, organizations, and foundations.
- Work to secure multi-year gifts that allow for future planning and support sustainability.
- Provide leadership for Fundraising Events (Bowl for Kids Sake, Golf for Kids Sake, etc.), ensuring each event is executed with excellence and results are evaluated and reviewed for continuous improvement in subsequent years.
- Lead the building of relationships and create ongoing opportunities for key donors.
- Serve as a primary contact to the BBBS community (prospects, donors, staff, the public and the board) on fund development matters.
- Submit grant applications to various funders, including government, foundations, corporate programs, etc. and report back.

Community Relations and Volunteer Management

- Develop connections and positive relationships with individuals, community groups, foundations, local businesses, media, government and corporations with a view to cultivate support for Big Brothers Big Sisters.
- Create measures and indicators of progress and achievement of objectives, and regularly monitor and report on these.
- Work in collaboration with the Executive Director and Board Chair to equip Board Directors to be actively involved in fundraising for the agency.
- Determine and support fundraising roles for staff, volunteers, stakeholders and committee members in order to promote their involvement with donors and prospective donors.
- Recruit, train, recognize and retain volunteers to support with fundraising initiatives and event committees.
- Liaison and support individuals and businesses that implement third party events to support BBBS.

Operational Management and Administration

- Ensure all fundraising best practices promote the ethical management of donor information and gifts.
- Manage the administrative and operational functions, including budgeting, financial management and reporting, and policy administration related to raising funds/ managing donor relations, as well as the donor database.
- Develop and implement fundraising policies and guidelines that ensure accountability, transparency and appropriate risk management.
- Working with the Bookkeeper and Executive Director, ensure the complete financial, statistical, and accounting records are maintained as determined by CRA.
- Follow fundraising best practices identified by Big Brothers Big Sisters Canada in order to maintain brand integrity and consistency.

- Work with Fund Development staff to ensure all donors/stakeholders are thanked, recognized, issued tax receipts and recognized.
- Provide oversight for existing and new revenue streams.

Leadership and Teamwork

- Motivate and mentor staff members to deliver excellence in their work.
- Provide direct supervision, support, coaching, recognition and performance management for fund development staff members.
- Participate as an active member of the agency leadership team, in staff meetings, board meetings, professional development and organizational functions.
- Lead the recruitment, hiring and management of the development and fundraising staff including performance management and coaching for success.
- Work effectively as part of a collaborative team focused on providing young people with life-changing mentorship.
- Participate in BBBS Canada and BBBS Ontario fundraising efforts and meetings to support fundraising efforts of the federation.

This position requires flexibility and the ability to embrace change.

Additional responsibilities will be assigned as needed.

Qualifications

- 4+ years of relevant fundraising experience at a management level.
- University degree or College Diploma in Philanthropy, Fundraising Management or related field, or a suitable combination of experience and education.
- Proven fundraising success across a wide variety of avenues (sponsorship, events, foundations, digital giving, etc.)
- A team player with experience leading, coaching, training and supporting staff and volunteer teams.
- Excellent relationship building, communication, and organizational skills.
- Strategic and innovative thinker that is able to develop and implement new strategies and initiatives.
- Ability to speak passionately to a variety of audiences, ranging from one person or a room full of people about the life-changing impact of Big Brothers Big Sisters services.
- Able to work alongside other organizations to benefit children and youth in Niagara.
- Demonstrated ability to build relationships with existing stakeholders, and foster relationships with new or potential supporters.
- Able to effectively oversee budgets, manage expenses and achieve revenue targets.
- Success in securing gifts of \$5,000+ including developing a pipeline, prospect research, creating cases for support, multi-year gifts, moves management, and stewardship.
- Experience onboarding, training and working with Board Members to support the fundraising efforts is an asset.
- Highly motivated, dynamic, proactive and professional leader with the ability to manage numerous projects.
- Understanding and experience of best practices in operating and meeting the statutory and regulatory obligations of a non-profit organization.
- Proven financial, analytical and problem-solving skills.
- Proficient computer skills.

- CFRE designation or related professional certification is an asset.
- Knowledge of the Niagara Region is an asset.
- Driver's license and access to a reliable vehicle is required.
- Able to work occasional evenings and weekends to attend meetings and events.

Position specific details

- Work locations will vary between various office locations throughout Niagara, in-community, and virtual based on current fundraising priorities and agency needs.
- Full time 37.5 hours per week.
- Employment benefits after the successful completion of a three-month probationary period.
- This position will report to an Executive Director and will directly supervise a team of two or more staff.

Apply today

Qualified applicants are invited to send their resume and cover letter via email to Erin Graybiel, Executive Director at erin.graybiel@bigbrothersbigsisters.ca by 12pm on **Monday January 23, 2023**. Please refer to the position "Director of Development" in the email subject line.

Only those selected for an interview will be contacted.

For more information about our life-changing mentoring programs, please visit our websites at nwniagara.bigbrothersbigsisters.ca and southcentralniagara.bigbrothersbigsisters.ca.

Accessibility – Big Brothers Big Sisters of Niagara is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the Accessibility for Ontarians with Disabilities Acts (AODA) and have policies and procedures that adhere to the accessibility standards set out in the AODA. Please let us know if you require any accommodation throughout the recruitment process.

Big Brothers Big Sisters of Niagara is an equal opportunity employer.