

### **Director of Development**

The Dr. Bob Kemp Hospice offers programs and services that focus on providing dignity and quality of life Hospice palliative care to individuals with a life-threatening illness throughout the palliative stages including end of life care.

DBK offers the following services: 10 residential beds end of life care; Volunteer Visiting Palliative Care Program; Day Hospice Program; Bereavement and Supportive Care Program, Palliative Care Education and Training.

Our Palliative care team includes physicians, family physicians, nurses, personal support workers, bereavement support and volunteers working together to provide compassionate care that celebrates life for individuals and their families.

The Hospice is accredited by the Hospice Palliative Care Association of Ontario.

**Position:** Director of Development

**Status:** Full-Time, 37.5 hrs per week, weekdays, but evenings and weekends are expected to meet goals.

As our **Director of Development**, you will be responsible for designing, leading, growing and implementing all fundraising and donor relation efforts for the organization. As a member of the Senior Leadership Team, you will play a key role in strategy development and execution for the organization's future growth.

Reporting directly to the CEO, the Director of Development will originate and implement strategies and tactics to grow funding from all sources, including existing and new individual donors, public and private foundations, corporate donors and sponsors, fundraising events, and targeted grant applications. This position has direct responsibility for the achievement of budgeted revenue goals and is expected to effectively lead, communicate, and coordinate marketing and development activities across the organization.

The Director of Development will be a highly successful and credible fundraising expert with a minimum of 10 years of related experience with a Certified Fund-Raising Executive (CFRE) designation. The successful candidate will have an excellent track record of achievement across fund development areas including special events, sponsorships, annual fundraising, major gifts and stewardship activities.

### **Compassionate Services That Celebrate Life For Adults & Children**

Community Day Hospice | Volunteer Visiting | Grief & Bereavement | Residential Care | Palliative Education

With an authentic passion for palliative care and bereavement supports, the Director of Development will strive to strengthen relationships with key donors, stakeholders, and strategic partners alike. The new Director of Development will leverage Dr. Bob Kemp's strong brand and identity and translate program strengths and impact into meaningful donor engagement opportunities.

You will be highly organized with an incredible eye for detail and have excellent time management and project planning skills. You will work well under pressure and tight deadlines when needed and be able to prioritize quickly and effectively.

### **Key Responsibilities:**

#### **Strategic Development**

- Build and implement the organization's fundraising strategy to achieve revenue/donation goals (includes direct asks, grant applications, annual giving campaigns, fundraiser events and ongoing individual, corporate and foundation development efforts)
- Oversee and create as needed all appropriate development policies and procedures including gift agreements and donor recognition policies
- Create and implement an annual development plan to support the annual budget and in collaboration with the CEO
- Lead prospecting and cultivation efforts for new donors, corporate sponsorships, and foundation funding opportunities
- Retain and grow relationships and funding from existing individual and corporate donors and foundations, both through personal efforts as well as through coordination with other staff and organization leaders
- Lead and implement long-term individual donor retention/stewardship plan
- Lead the organization's marketing team to promote programs and impact to drive fundraising and awareness of the program
- Manage accountability reporting for grants awarded and received
- Work with Chief Executive Officer to inspire and support Board members to assist in the expansion of fundraising commitments

#### **Fundraising**

- Annual Campaign and Individual Giving
- Prospect, cultivate and solicit donors at all levels to meet targets
- Implement Board and major individual giving components
- Oversee the development and maintenance of donor acknowledgement procedures
- Ensure effective systems and accurate donor records and reports are maintained, and provide analysis

- Provide leadership in developing donor retention strategies
- Strong collaboration with the Development & Communications team for identification and cultivation of donors, and to develop conversion and activation programs for each
- Cultivate, solicit, and follow up with key planned giving and foundation giving prospects and their legal advisors and financial planners
- Develop an understanding of target donor base and offer unique experiences to attract new donors
- Implement and oversee programs to acknowledge and thank donors on an ongoing basis
- Attend external events throughout the year and as needed

### **Corporate and Foundation Fundraising**

- Develop corporate and foundation funding strategies and prospect management
- Ensure timely application, reporting and compliance with grant requirements
- Ensure fulfillment of sponsorship benefits
- Preparation of grants, proposals

### **Administrative and Financial Accountabilities**

- Create, manage, and monitor the annual development budgets and cash flow projection
- Collaborate with Finance on tax receipting requirements for special events and individual giving to ensure compliance with CRA
- As appropriate, create reporting templates that support analysis and decision-making on a timely basis
- Assure legality and maintain confidentiality of all solicitations

### **Qualifications/Skills/Requirements**

- University degree
- 10+ years' experience in a senior fundraising role including fund development planning, and donor relations
- Certified Fund-Raising Executive designation
- A member in good standing of the Association of Professional Fundraisers Canada would be an asset
- Proven success in annual fundraising including annual events, grants, sponsorship, individual giving, and other gift solicitation strategies
- Experience in prospect development and management with a record of excellence in stewardship

- Significant experience with fundraising systems, structures and procedures including Customer Relationship Management (CRM) and donor management software
- Proven strong leadership skills and supervisory experience working with development staff
- Compelling communicator to inspire the confidence and trust of donors, volunteers, staff, and Board members
- Proven track record of donation solicitation
- Excellent written and verbal communication skills, including experience in grant-writing, report writing and formal correspondence
- Skilled in designing and delivering inspiring, engaging public presentations
- Excellent interpersonal skills, including diplomacy, tact, and teamwork
- Flexibility and ability to effectively manage multiple tasks with solid planning skills and use of good judgment
- Ability to prioritize time, work, and projects efficiently, working well under pressure and with minimal supervision
- Excellent analytical and problem-solving skills
- Highly skilled in Microsoft Office Suite (PowerPoint, Excel, Word, Office 365)
- Experience and oversight of digital marketing strategy and tactics as they relate to development
- A valid driver's license and access to a vehicle are required
- Some travel is required to meet with stakeholders and attend special events
- Available to work occasional evenings or weekends at special events and meetings

Dr. Bob Kemp Hospice is committed to diversity and inclusivity in employment. Dr. Bob Kemp Hospice is also committed to accommodating applicants with disabilities during the recruitment, assessment, and selection process. Please notify us if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation Dr. Bob Kemp Hospice will work with you to determine how to meet your needs.

**Salary:**

\$80,000.00 to \$100,000.00

Qualified applicants are invited to forward a cover letter and resume to [hr@kemphospice.org](mailto:hr@kemphospice.org)