

**We believe that outstanding care starts with outstanding people.**

At Runnymede Healthcare Centre, we have a single, clear purpose: improve the quality of life of every patient, every day.

Runnymede Healthcare Centre is a dynamic and growing rehabilitation and complex continuing care hospital, located in the west end of Toronto, passionately dedicated to serving our community.

Our award-winning, fully accredited hospital takes an inter-professional team approach to care. We provide comprehensive clinical services to patients who require expert treatment, extended rehabilitation and daily care beyond what can be provided at home or in the community.

If you want to join a growing centre of excellence with a multidisciplinary team who supports the delivery of patient-centered care, we want to hear from you today.

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**Posting #: DFD-0119**

**Posting Date: January 23, 2019**

**Application Deadline: February 6, 2019 @ 16h00**

**Director, Foundation Development – Permanent Full-time – JP # DFD - 0119**

**Position summary:**

Reporting to the President & Chief Executive Officer, the Director, Foundation Development will play an important role in enabling the achievement of Runnymede Healthcare Centre's exciting vision. The Director will be responsible for executing the fundraising and operational objectives of the Hospital to support Runnymede's patient care and capital programs. The Director, Foundation Development will lead and manage all aspects of the Foundation department including and not limited to: planning, stewardship, cultivation and solicitation of major gift donors, internal and external engagement, implementing fundraising strategies and organizing major hospital events. The Director, Foundation Development will ensure all recognition and stewardship promises for all major gift agreements are effectively executed, and will develop relationships throughout the Hospital to create a culture of philanthropy.

**Responsibilities include:**

- Develops and builds a comprehensive donor program, from strategy development through to implementation that fosters and nurtures long-term, meaningful relationships between the Hospital and its donors and sponsors
- Supports the development of a fundraising business plan, containing strategies related to individual donors and prospects including identification, qualification, cultivation and successful solicitation
- Identifies opportunities for revenue growth across Runnymede's communities, in order to build effective fundraising strategies
- Works with current donors and prospects to realize their full philanthropic potential for Runnymede and maximize multi-year commitments whenever possible
- Collaborates closely with Communications staff in the development of key messages and marketing in support of all fundraising activities including brochures, posters, and invitations
- Develops, creates and manages the annual development plan and budget for the foundation
- Plans and executes all major donor/prospect cultivation events
- Maintains relationships with other fundraising professionals to ensure ongoing knowledge of best practices to assist with benchmarking performance
- Ensures that all fundraising programs and activities fall within ethical, fiscal and legal standards and within Runnymede's policies

**The successful candidate will have the following qualifications/experience:**

- Fundraising, Marketing, Business or related field or equivalent experience
- Professional designation as a Certified Fund Raising Executive and/or Association of Fundraising Professional (AFP) preferred
- Minimum 5 years of demonstrated fundraising experience in progressively more senior level roles managing and growing high-performing fundraising programs including annual giving events, grants, foundation development and corporate giving
- Preferred candidates will have worked in a healthcare, non-profit environment
- Working knowledge and familiarity with donor management software
- Excellent people management and project management skills
- Demonstrated ability to build relationships with staff, volunteers, suppliers and other relevant stakeholders

**Please send your cover letter and resume, quoting the job title in the subject line, to:**  
[human.resources@runnymedehc.ca](mailto:human.resources@runnymedehc.ca)

Runnymede Healthcare Centre values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds. We are committed to employment equity and providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Any information obtained during the course of recruitment will be used for employment purposes only and not for any other purpose.