



JOB DESCRIPTION

TITLE: Director of Development

DATE: May 2019

DEPARTMENT: Development

REPORTS TO: Chief Executive Officer

SALARY: \$90,000 - \$110,000 plus benefits

BACKGROUND:

Second Harvest is Canada's largest food rescue organization and expert in perishable food recovery. We believe surplus, unsold food from across the supply chain should be redirected to social service organizations and schools that feed communities.

Our services help to nourish people through school programs, seniors' centres, shelters, community meal programs, food banks, and regional food hubs while at the same time keeping good food out of landfill to protect our atmosphere from unnecessary GHG emissions that are contributing to climate change.

We lead the avoidable food waste conversation and promote reduction and recovery wherever possible to benefit all of us— environmentally, economically and socially.

Established in 1985 Second Harvest programs in Ontario and BC with national expansion on the horizon.

POSITION OVERVIEW (PURPOSE):

The Director of Development is responsible for ensuring \$8.5 Million+ in revenue is generated annually. Reporting to the CEO and working with the Senior Management team the Director of Development will spearhead fundraising efforts as Second Harvest continues to grow our services. The role requires a motivated and passionate individual who believes in our mission and has a proven track record of achieving ambitious revenue goals and growth targets. This role is accountable for managing all aspects of a comprehensive fundraising program including Annual Giving, Corporate Relationships and Employee Campaigns, Foundations, Major Giving, Planned Giving, Sponsorship and Events using both traditional and innovative strategies.

As a member of the Senior Management team, the Director of Development will be actively engaged in ongoing organizational management and strategic development as the subject matter expert of fundraising.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Accountable for the development, implementation and outcomes of a full suite of fundraising programs: corporate, foundation, annual giving, events, direct response, major gifts, grants, planned giving, monthly gifts required to raise a minimum of \$8.5+ million annually.
- Works collaboratively on the research and identification of new prospects, as well as on the process of prospect management and clearance.
- Directly engages in pursuing major gifts: identification, qualification, cultivation, asks, follow-up etc.
- Establishes short and long-range goals for unrestricted funding sources and enlists support in implementation from the Board of Directors, volunteers and staff.
- Strategizes and orchestrates methods of approach to institutional donors, researching public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding, and submission of applications and/or proposals.
- Produces major donor, Board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible.
- Cultivates donors by producing specialized correspondences, scheduling and attending in-person visits in collaboration with the CEO.
- Accountable for the full stewardship cycle for donors: qualify, cultivate, ask, thank, inform and ensures appropriate donor recognition, acknowledgement, and stewardship activities are implemented with the goal of repeat gifts.
- Oversees the coordination of the resources necessary to carry out the annual operating fundraising program, including development budget, a donor database and other fundraising tools.
- Responsible for fund development policies and processes, as well as internal and external compliance issues.
- Human resource management for overall team: recruitment, employment issues, job descriptions, performance evaluations, scheduling and planning, training and PD, mentoring, troubleshooting and sensitive issues.
- Accountable for ensuring that all donor information and data is accurately captured, tracked and analyzed in the iMIS database.
- Works collaboratively and creatively with the Marketing and Communications department to appropriately position Development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Performs other related duties as required or assigned to support the overall goals of the Development department.

QUALIFICATIONS AND EXPERIENCE:

- Proven track record of fundraising success of over 8 million dollars annually, including securing major gifts, successful management of campaigns, overseeing organizational special events and foundation and grant writing.
- Strong interpersonal and writing skills.
- Experience in moves management practices to manage database of supporters.
- Demonstrated ability to think strategically and manage competing priorities.
- Excellent organization, planning and time management skills.
- Excellent understanding of development best practices, as well as fundraising tools and technology including donor databases, e-mail and online campaigns, and donor research.
- Strong computer skills, including experience with MS Office software applications.
- Ability to work both independently and as part of a team in a fast-paced environment.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- CFRE certification would be considered an asset.

OTHER JOB REQUIREMENTS/WORKING CONDITIONS:

- Ability to work flexible hours
- Access to a vehicle
- The Director of Development is required to sign Confidentiality, Intellectual Property, Non-Solicitation and Conflict of Interest Agreements

For more information about Second Harvest, visit: www.secondharvest.ca

TO APPLY:

Please submit your resume and cover letter on or before June 30, 2019 via email, with "DIRECTOR OF DEVELOPMENT" in the subject line, to humanresources@secondharvest.ca. We would appreciate no phone calls or agencies.

We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. Second Harvest is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please advise us in advance of our meeting.