

## Role Posting: Director of Development



**Posted: October 15, 2023**

**Closing: November 6, 2023**

L'Arche Toronto Homes Inc. (L'Arche Toronto) is an organization of hope, belonging and celebration. For over 49 years, L'Arche Toronto has created a community where people with and without intellectual disabilities share life with a wide circle of family, friends, neighbours, volunteers and donors. We help persons with intellectual disabilities discover their gifts and abilities and support them to achieve their goals for a meaningful life. We provide homes, programs, supports and community.

**Position:** Director of Development

**Location:** East York, Ontario with occasional remote opportunities

**Duration:** permanent full time

**Start date:** November 15, 2023 or ASAP

**Salary:** \$59,405-\$78,166 plus benefits

**Responsible To:** Executive Director

**How to Apply:** Please submit your resume, including a minimum of two references, along with a cover letter outlining your desire for and fit with this role to [hr@larchetoronto.org](mailto:hr@larchetoronto.org).

**We are currently seeking a resourceful Director of Development** to lead all facets of our fundraising annual cycle to raise up to \$1M a year. This is your opportunity to join a smaller organization which is surrounded by a vibrant community of support, including staff, volunteers and community members. This role is based in our Toronto office with occasional opportunities to work remotely.

### What you'll do:

- **Raise between \$500k-\$1million annually;** our organization is primarily funded through MCCSS, however, to maintain the standard of support and care that is central to our L'Arche community and run programs, you will work towards ensuring we meet our budget. In addition to housing support, we also run multiple programs that require additional funding; these include TIFS and Sol Express.
- **Plan and execute the annual fundraising cycle;** you will be a fundraising generalist who is able to multi-task with a multi-pronged strategic approach to raising funds; including annual and monthly giving, grant writing, events, planned giving and special fundraising days such as Giving Tuesday. We currently have a good baseline set from which to build.
- **Develop and maintain important relationships;** this role requires a high degree of communications, planning and execution. You will be in contact with our donors through both written and personal communications -- writing and sending out our regular newsletters and managing personal relationships through phone calls and thank you cards. This high degree of personalization has been important to our success. You will work collaboratively with the leadership and on outward communications in concert with the Executive Director.
- **Maintain a culture of philanthropy and trust;** you will lead building philanthropy into the core of our organization. You will create a strategy to engage and steward new and current valued donors.
- **Manage capital campaigns;** we are currently wrapping up a capital campaign and have another multi-million dollar one on the horizon.
- **Maintain social media;** through our various platforms including Instagram and Facebook, you will help provide information, tell stories and build awareness for our organization and fundraising initiatives.

## Who you are

- **Highly responsible, extremely detail oriented and never drop the ball;** as the individual managing the development function, you'll perform a mix of strategic and administrative tasks. This includes database management, budgets, and reconciliations which are done monthly.
- **Someone who has worked in small nonprofit organizations, has done a variety of fundraising, and is familiar with the gifts of people living with intellectual disabilities.**
- **Creative, self-directed and inclusive**
- At this point in your career, you likely have an **established network built on strong relationships.**

## Why work with us

- At L'Arche Toronto you'll be joining an organization that is working to create justice and inclusion for people living with intellectual disabilities through life celebrating programming, and community housing. You will have the opportunity to participate in all areas of fundraising and development playing a key role in the organization.

*L'Arche Toronto is actively committed to creating a diverse and inclusive community and encourages applications from all qualified candidates. L'Arche Toronto offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the recruitment/hiring process or require an accessible version of a document/publication, please contact the Assistants coordinator.*

*Thank you for your interest, however, only those invited for an interview will be contacted.*