



Children's Aid Foundation of Canada Position Description

Position Title	Chief Development Officer	Type	Permanent, full time
Department	Development	Salary	TBD
Reports to	President & CEO	Updated	October 2023

About the Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving. The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

Purpose of the Position

Reporting to the President & CEO, the **Chief Development Officer** has overall strategic and operational responsibility for the Foundation's revenue generation and fundraising programs. The CDO will develop and implement strategies that deliver annual and long-term fundraising revenue to advance the Foundation's mission and ensure financial sustainability and growth.

Overall Responsibilities

The Chief Development Officer (CDO) leads the Development team in accomplishing fundraising revenue goals in support of the Foundation's annual and long-term strategic plans, including major fundraising campaigns.

This role provides leadership and oversight for all fundraising programs including but not limited to; Major Gifts, Legacy & Planned Giving, Corporate Partnerships, Community Giving, Events, and Government. The Direct response/Digital program is led by the VP Marketing. The CDO oversees eleven staff across the Development team. Direct reports currently include the Director of Campaign and Major Gifts, Director of Corporate and Community Partnerships, Senior Development Officer, Stewardship and Engagement and the Development Administrative Assistant. The Director of Legacy & Planned Giving reports to the CEO. This position also oversees a freelance Writer under contract.

The Chief Development Officer is part of the Senior Leadership Team (SLT), supporting the strategic priorities of the organization and working closely with the Board of Directors, Campaign Cabinet and other Committees.

Specific Accountabilities:

Vision and Strategic Planning

- Works with the CEO and senior leadership team to develop and advance the Foundation's strategic plan, annual goals and other priority initiatives.
- In conjunction with the CEO, develops CAFC's the revenue generation strategy as it relates to CAFC's overall needs and priorities, and according to the long-term requirements for financial sustainability.
- Presents CAFC's Case for Support and Impact publicly as needed and promotes CAFC at external meetings, including corporate and community events.
- Monitors economic and philanthropic trends and practices, legislative requirements, and/or other internal and external emerging issues, and provides insight and analysis of potential impact on the Foundation's goals, priorities, and activities.
- Develops and implements the Annual Business Plan in collaboration with the SLT.
- Presents and reports to Board on strategy and results.

Fundraising and Donor Relations

- Designs and implements cost-effective fundraising programs, employing economy while maintaining an acceptable level of quality and solid return on investment.
- Establishes and drives key performance metrics and reporting mechanisms to evaluate fundraising results (multi-year strategies, annual fundraising progress, pipeline health).
- Manages a portfolio of leadership and transformation donors (individuals, foundations, corporate partners, and government).
- Working with others across the organization and on the Development team, leads the strategies, tactics, and design for fundraising program implementation across the donor and sr. volunteer life cycle, including identification, research, cultivation, solicitation, and stewardship.
- Oversees the donor stewardship program, working closely with the Senior Development Officer, Stewardship and Engagement.

Team Leadership and Management

- Leads Development team, fostering a high-performance team culture reflected in CAFC's values (VOICE): vital learning and innovation, open communication, inclusion and diversity, care and compassion, and empowering accountability.
- Ensures that processes, procedures, and assignments of responsibilities are designed to meet team goals in an efficient, optimal and effective manner.
- Partnering with the Impact and Marketing/Communications Teams, identifies fundraising priorities and opportunities, to develop compelling materials for prospective donors that align with the Foundation's mission and strategic priorities.
- Creates and monitors the Development team budget for approval by CEO and Board.
- In collaboration with others across the Foundation, ensures efficient, effective systems, processes and tools are in place for donors, prospects and relationship management record keeping that achieve a high level of accountability to donors and compliance with appropriate laws and principles.

- Develops and maintains respectful and collaborative working relationships with peers and associates in other departments across the organization.

Qualifications, Skills and Experience

- An undergraduate degree is required and CFRE designation considered an asset
- Senior leadership and staff supervision experience in a charity or similar organization with a level of complexity and visibility consistent with CAFC.
- Experience developing and executing comprehensive fundraising campaigns
- Experience working with sophisticated major donors corporate partners, senior business, community executives, and senior board and fundraising volunteers.
- Experience communicating in a persuasive, credible manner, in person, in digital settings, and in writing and presentations.
- Experience creating operational plans and budgets and with accountability for results.
- Strong analytical and evaluation skills
- Experience in the charitable sector in Canada, and knowledge of how Canadian charitable foundations operate.
- Knowledge of social services and child welfare issues is an asset, and experience translating knowledge, and data into facts-based, compelling fundraising opportunities and materials.
- Excellent interpersonal/relationship skills, and ability to contribute to the broader leadership of the organization through active participation as a member of the senior leadership team.
- Proven success navigating and leading cross-functional teams and multi-stakeholder initiatives to elevate partnerships and organization efforts.
- Someone who is highly collaborative – enjoys helping team members succeed; a great listener; someone who can manage velocity and be a positive contributor.
- Ability to provide both vision and direction, and the knowledge and ability to ensure the details to effectively operationalize are in place.
- Integrity and ability to represent CAFC credibly, professionally and with a strategic vision
- Experience in delivering effective, high impact donor engagement and stewardships plans.
- Successful track record leading a high-performance team, professionally and productively and in delivering fundraising results against campaign and program goals.
- Proficiency in working with CRM database(s) to manage large numbers of major donor and corporate partner relationships as well as team focus and productivity.
- Demonstrated experience in building a relationship management system effectively managed for donations and long-term partnerships.
- Experience negotiating donor and corporate partnerships gift agreements.
- Ability to effectively manage multiple projects and successfully work independently to prioritize and meet deadlines.

Competencies

The CDO should be/have:

- **Mission Driven and Goal Oriented:** The CDO should have demonstrated experience in impact-informed strategies and fundraising and be respected by stakeholders as a leader in the sector. This experience is a defining attribute of the ideal candidate and should be a particular strength of any candidate to be considered by the Board and senior leadership of the organization.
- **Strategic Thinker and Thought Partner:** The CDO will be adept at identifying key priorities for CAFC to engage and focus on and structure long term partnerships and programs to be designed

to target these priorities. The CDO will find creative solutions to meet current and future challenges.

- **Advanced Communication Skills:** The CDO should articulate their thoughts clearly, and present information in a straightforward and logical manner. The CDO shares information with others, actively (and willingly) and listens to varying points of view. He/She/They engages with all stakeholders and advocates nationally as the voice of CAFC.
- **Management Skills/Experience:** The CDO is a natural leader and has demonstrated experience in strategic leadership and in directing and leading staff to accomplish organizational goals and objectives.
- **Knowledge of the CAFC community:** Ideally, the CDO will have a first-hand understanding of the Canadian charitable giving landscape, and knowledge of Canada's leading philanthropists and volunteers, to be able to develop and maintain relationships and partnerships to enable the Foundation to continue to thrive.
- **A "Values driven Leader":** The next CDO should be optimistic by nature, be known for their unwavering integrity, and be a passionate ambassador for CAFC whose personal and professional goals and mission align with those of CAFC. Reflecting a strong commitment to Diversity, Equity, and Inclusion with the appreciation that people with different opinions, backgrounds, and characteristics bring richness to the challenge or situation at hand.

CAFC as an Employer

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We offer: a generous vacation package, plus 3 float days, participation in the OMERS Pension Plan with contributions matched 100% by the employer, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office at least 1 – 2 days a week. The members of the SLT are expected to be in office a minimum of 2 days per week.

We acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

How To Apply

To apply, please forward a current resume, with a covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "CDO Nov. 2023" in the subject line of your email by November 24, 2023. Note that resumes will be reviewed as they are received so you are encouraged to submit your application early.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.