

Children's Aid Foundation of Canada Position Description

Position Title	Director, Major Gifts	Type	Permanent, FT
Department	Development	Salary	\$110,000-\$135,000
Reports to	CDO	Updated	July 2024

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 work with three priority populations: Children and families at risk, children and youth in government care and youth transitioning out of care.

We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with 114 child- and youth-serving agencies across the country. Last year we raised over \$18.4M to support 16,073 children, youth and families across Canada to ultimately bring us closer to a future where all families, children and young people involved with the child welfare system live meaningful lives and thrive.

Our vision is a future where the children and youth we serve have the strength and resilience to create a lifetime of their own unstoppable successes.

To learn more about us, [please visit our website](#).

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.

The Opportunity/ Purpose of the Position

Children's Aid Foundation of Canada's is seeking a new Associate Director, Major Gifts to build on our momentum regarding individual and private foundation major giving realized through the recently extended, **\$100 million Stand Up For Kids: Futures Transformed Campaign**. Coming off of a year of ambitions realized, the Director, Major Gifts joins our team at the perfect time, as we close-out our historic fundraising campaign and embark on the preparation of our next 5-year strategic plan that will articulate a bold, new vision and plans to rally our donors, volunteers, allies and partners for our next horizon.

The Director, Major Gifts plays a pivotal role in leading and delivering on strategies for two high potential, growth areas of our major gifts program – individual and foundation giving – in alignment with CAFC's strategic plan and priority programs. The Director will supervise and coach two **Senior Managers of Major Gifts** and the **Senior Officer, Stewardship and Donor Engagement** to achievement. He/she will work closely with the Board, Cabinet and other fundraising committees to inspire major gift investment. Also, the Director, Major Gifts, will be responsible for advancing a portfolio of five and six figure donors and prospects at various stages of the development cycle. The Director will help further CAFC's goals to mature of our major gift program over time; seizing opportunities to spur CAFC visibility and awareness amongst leading and emerging major gift donors in Canada.

The Director, Major Gifts reports to the Chief Development Officer (CDO), and acts as a senior member of the Foundation's management team, leading a team of up to 4 direct reports and collaborates across the organization with ease, to achieve annual fundraising goals.

If you are dedicated to delivering excellence as a leader, are goal-orientated and resourceful, and have a proven-track record of mobilizing people toward a shared goal and of building enduring major gift relationships both independently and with the support of a volunteer leader, we encourage you to apply.

Specific Accountabilities

Major Gifts Fundraising and Donor Relations

- Lead the strategy, planning, execution and growth for annual and multi-year Major Gift (individuals and foundation) fundraising
- Working with CDO, align campaign and major gift strategies and plans to the Foundation's strategic framework, priority programs (i.e. unrestricted and Teddy Bear Fund) and national programs (i.e. Manitoba Strategy)
- Personally manage a portfolio of Major Gift donors and prospects, including solicitation and renewal strategies, providing engagement, recognition and stewardship opportunities
- Lead the fundraising and stewardship strategy for the Teddy Bear Fund and Manitoba programs, collaborating extensively with CDO, Impact, Marketing/Communications teams
- Personally initiate and lead cultivation and solicitation strategies for lead prospects at the six and seven figure levels, working closely with the Campaign Cabinet, Executive Leadership Team, and the Board of Directors
- Strategy and execution oversight to grow Individual and Foundation Major Gift prospect pipeline
- Prepare and deliver compelling proposals, pitch-presentations and stewardship plans to inspire investment
- Working with CDO, Development Directors and Senior Development Officer, Stewardship to ensure high quality development and execution of cultivation, engagement and stewardship activities; and implement donor recognition and stewardship plans for individual and foundation major gift donors
- Build awareness, fundraising opportunities, and donor and volunteer engagement in the cause
- Attend Foundation and/or external events, and speak publicly as required

Management and Operational Planning

- Working with CDO, lead Business planning and budgeting process for Individual and Foundation major gifts portfolio, including setting revenue targets and strategies as well as updates/reports to the Board and ELT
- Manage expense and revenue budget for Individual and Foundation major gift portfolio
- Participate in bi-weekly Directors Meetings and contribute to annual fundraising KPIs for the Development Team
- Contribute to campaign fundraising strategy, planning and execution

Team Leadership

- Lead, coach and supervise up to four direct reports on the Development team to achievement, ensuring effective use of human resources and fostering a high-performance team culture reflected in CAFC's VOICE values

- Responsible for targeted recruitment, orientation, performance management, employee/professional development for direct reports
- Develops and maintains respectful and collaborative working relationships with peers and associates in other departments across the organization
- Ensure direct reports are compliant with Foundation policies and procedures including Raisers Edge NXT
- Act as a CAFC Ambassador as required

Qualifications

Required Competencies and Skills

- Progressive leadership experience and a proven track record in personally securing major gifts at six figure levels
- Minimum of 5 years working in the charitable sector, in progressive roles
- An undergraduate degree is required and CFRE accreditation would be considered an asset
- Demonstrated ability to manage and motivate staff, senior fundraising volunteers (Cabinet and/or Board) to achieve ambitious fundraising goals
- Ability to identify leadership giving opportunities and quickly assess interest, capacity and connection
- Experience working with sophisticated major donors, corporate partners, senior business/community leaders as well as senior board and fundraising volunteers
- Compelling and persuasive communicator and presenter, adept at building relationships with a range of constituent groups and inspiring support and engagement
- Evidence of initiative, tact, diplomacy, sound judgement and ability to navigate complexity
- Natural leader – creative, positive and solutions oriented and an exemplary team player who drives collaboration across the organization
- Demonstrated success in pipeline management and development
- Direct experience in fundraising campaigns considered an asset
- Data driven decision-maker that brings a proficiency in Raiser's Edge to help elevate CAFC's commitment to data-integrity and delivery of effective fundraising programs
- Ability to work in fast-paced, results orientated environment
- Adept at effectively managing multiple projects to meet deadlines and strategic objectives.
- Proficiency in the full suite of Microsoft Office products and internet tools.
- Fluency in French is an asset
- Familiarity and adherence to Imagine Canada Standards program and Association of Fundraising Professional Code of Ethics
- Knowledge of child welfare issues and social services is an asset

Hours of work

- Regular office hours: 9:00 am to 5:00 pm.
- Occasional evening and weekend hours.
- Vacation restrictions during busy periods
- **Travel requirements:** Occasional travel related to national programs and fundraising as required by donors and foundation events and activities

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.

Our Values:

- Vital Learning & Innovation
- Open Communication
- Inclusion & Diversity
- Care & Compassion
- Empowering Accountability

We offer: a generous vacation package, plus 3 float days, participation in the OMERS Defined Benefit 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 day a 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.

Children's Aid Foundation of Canada provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. 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.

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 " Director, Major Gifts" in the subject line of your email by August 31, 2024. Applications will be reviewed as they are submitted. You are encouraged to apply early as we are motivated to fill this role as soon as possible.

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.