

DIRECTOR OF DEVELOPMENT (NANAIMO, BC)

On behalf of The Nanaimo Foundation, we are searching for a Director of Development to join their organization. The Nanaimo Foundation is a community foundation and registered charity operating on Vancouver Island, serving the communities of Nanaimo, Lantzville, Gabriola Island, Cedar, and Ladysmith. Established in 1982, the Nanaimo Foundation (formally the Nanaimo Community Foundation) has been stewarding the gifts of energy, ideas, time, and money of caring community members to make meaningful and lasting impacts. The Foundation helps fund capital projects and pilot projects – large and small – in support of areas such as arts and culture, education, children and youth, environment, animal welfare, community health, and social development. Since 1982, the Nanaimo Foundation and its donors have provided grants, totaling more than \$6.5 million to registered charities on Vancouver Island.

The Director of Development will provide leadership to the organization's operations with a primary focus on growing the Nanaimo Foundation by increasing funds. Reporting to the Board, the Director of Development is responsible for fund development, marketing & communication, and strategic business planning, with a focus on donor service, community-inspired grants, and quality endowment management. The Director of Development will lead the development and implementation of the foundation's fund development strategy and identify fundraising initiatives to increase revenue growth through the cultivation of new partners, donors, and community and business partnerships. This role will be the main contact for external stakeholders including prospects, donors, and the wider community. The ideal candidate is an experienced Fundraiser and relationship builder that is talented at inspiring donor trust and confidence.

Key Responsibilities:

Fund Development

- Secure a robust and diverse support base for the Foundation by establishing, stewarding, and enhancing existing relationships while focusing on building new relationships with key sponsors, donors, government agencies, and foundations.
- Cultivate new and renewed sources of major gifts and sponsorships.
- Lead and participate in all aspects of fundraising activity.
- Responsible for all submissions to and liaising with governmental funding agencies and federal, provincial, and municipal arts councils.
- Develops and maintains policies and procedures reflecting ethical fundraising practices.
- Coordinates fundraising activities to ensure alignment with the philosophy of the organization.
- Facilitates planning and execution of events to develop funds and raise community awareness.
- Assesses funding opportunities from newly identified sources and effectively pursues these as appropriate.
- Co-manages a donor and endowment database capable of generating reports to assist with all aspects of fundraising and donor/endowment appreciation.
- Attends Board meetings as required and/or provides written reports on fund development activities.
- Monitors fund development trends in the community, region, and country, to recommend adaptation of fundraising strategies accordingly.
- Assists directors with presentations to service clubs to raise awareness of the organization.



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- Identifies and engages local charities with potential to start agency endowment funds.
- Ensures integrity of collection and record keeping for donations, endowments, and grants.
- Ensures Nanaimo Foundation meets best practice standards set for resource development by organizations such as AFP, Imagine Canada, etc.
- Ensures all Nanaimo Foundation fund development practices follow ethical standards including 'Donor Bill of Rights'.
- Advises the Board on evolving and newly emerging fundraising techniques, processes, concepts and methods.

Marketing, Communications and Public Relations

- Manage all resource related correspondence and communication on behalf of the Nanaimo Foundation.
- Develop a succinct marketing plan to direct the path for successful fundraising.
- Design and develop all content for marketing and promotional materials for fund development.
- Be informed and involved in the community within our catchment area.
- Ensure clear, consistent communication with the Board of Directors on a regular basis.
- Create new relationships with professional advisors and nurture existing relationships.

Skills & Qualifications:

- Relevant undergraduate degree or experiential equivalent.
- Certified Fund-Raising Executive (CFRE) designation considered an asset.
- Progressive senior leadership experience in a charity or non-profit with a focus on fundraising, and community relations.
- Demonstrated success in fundraising, with direct experience in major gift development, capital campaigns, planned giving, and fundraising events.
- Experience in creating and implementing strategic marketing and communications plans.
- Empowering leadership skills with experience mentoring or managing at least one member of staff.
- Excellent stakeholder management skills with experience reporting to a Board of Directors.
- Proven success developing and managing a pipeline of major donors and prospects including cultivation, solicitation, and stewardship.
- Outstanding communication, presentation, and diplomatic skills.
- Solid knowledge of ethical principles and best practices relating to fundraising, prospect research, donor relations and communications.
- Demonstrated competency with donor management systems.
- Persuasive writing skills and working knowledge of Microsoft Office Products

This role will appeal to an outstanding communicator who enjoys developing and maintaining strong relationships. Working with a distinguished Board of Directors, this position suits a team player motivated by the philanthropic impact made by the Nanaimo Foundation. This position has the ability to operate in a hybrid or fully remote capacity, the Nanaimo Foundation supports employees in creating work schedules and models that work best for them and the organization. However, the successful candidate will regularly be hosting or attending meetings in Nanaimo. Therefore, applicants are expected to currently reside or be willing to relocate to the area.



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If you feel you have the demonstrated background and would like to be a part of a community-focused non-profit, we invite you to forward your resume to kam.ketler@clearchoicehr.ca. We thank all candidates for their interest, however only those selected for an interview will be contacted.