



## **Director, Development**

Bernard Betel Centre – Toronto, ON  
Part-time, Contract

### **Position Summary:**

The Bernard Betel Centre is a vibrant, growing, active community centre for adults 55+ years, offering over 120 programs each week. We are a non-profit organization with 2,300 members and many more non-members; participating in year-round special events, courses, volunteer opportunities, Meals on Wheels and many other cultural and recreational programs.

The Centre is looking for an experienced, ambitious part-time Director, Development with ability to ignite people's passion and inspire them to financially support the organization's mission, vision and values. The successful candidate will be an accomplished fund development leader with a track record of success in personally closing leadership gifts from individuals and organizations. This strong and passionate individual will possess exceptional relationship-building and communications abilities. They will be articulate, thoughtful and persuasive, yet genuine and sincere. The ideal candidate will work hard to understand and act upon the important mission of the organization. Responsible for implementing the organization's fundraising vision, the successful candidate will bring in-depth knowledge of all aspects of fundraising: including Major Gifts, Planned Giving, stewarding donors, development of legacy programs and success in writing large grant applications. This position will start immediately/TBD.

**Our Vision:** Enriching Quality of Life for All. For life!

**Our Mission:** Providing Exemplary and multilingual educational, cultural and wellness programs in a safe and supportive environment to encourage healthy, active and creative living for individuals 55+.

**Our Values:** Bernard Betel Centre for Creative Living was created by the National Council of Jewish Women to serve the needs of seniors in a way that honoured its Jewish heritage, beliefs, culture and principles. Our values continue to be guided by these principles.

Community, Compassion, Creativity, Dignity and Respect

### **Overview:**

Reporting to the Executive Director in this newly created part-time position, the Director, Development will be responsible for executing fundraising efforts including creating fundraising materials, funding proposals and developing and nurturing corporate and community sponsorships. The Director, Development will work with the Executive Director to lead and nurture corporate and community partners for purposes of fundraising and to elevate the profile of the organization in the community. In collaboration with the Executive Director they will implement planned giving programs, and actively engage with current and prospective donors on matters related to major gifts, bequests and annual giving initiatives.

### **Key Responsibilities:**

- With the Executive Director develop and provide direction, leadership and oversee fundraising activities in the areas of major gifts, planned giving, large grant writing, online giving and corporate and foundation strategic partnerships;
- Management of annual fundraising budget and work plans to successfully achieve goals;
- Implementation of all fundraising activities including, but not limited to major gifts, annual gifts and special events in accordance with ethical fundraising practices;
- Support and enhance the major gift portfolio and stewardship of a personal portfolio of major gifts prospects;

- Monitor and evaluate all fundraising activities to ensure goals are being achieved;
- Prepare proposals and grant applications as outlined in the fund development plan to generate funds for the organization;
- Identify prospective individual donors and develop strategies to cultivate those relationships in an effort to support the mission, vision and values of the organization;
- Keep up to date with current fundraising and social trends, current events and political changes by participating in professional organizations, CRA guidelines and updates and networking with the business sector;
- Identifies sources of funding and prepares proposals to government, corporations, foundations and private granting agencies;
- Establish systems, programs, processes and a structure to ensure the administration and organizational effectiveness of the Fund Development plan for the Bernard Betel Centre;
- Manage submission, execution and reporting of all grants in coordination with appropriate staff, and takes the lead on large grant writing applications;
- Maintain ongoing communications and stewards our donors;
- Expand our donor base;
- Work collaboratively with program staff and Director of Programs and Communication to create fundraising marketing materials and strategies to grow the engagement in the organization of people participating in all levels, kinds and types of fundraising;
- Collaborate with the Branding and Development Committee of the Board of Directors and Executive Director to create a fundraising plan which increases revenue to support the strategic direction of the organization;
- Work with staff using Raisers Edge to maximize the effective use of the database and other on-line products and programs applicable to this position's responsibilities;
- Perform other duties as requested and required.

**Qualifications:**

- Bachelor's Degree or a combination of education and experience;
- CFRE Designation or working towards the designation;
- At least ten years successful experience in all aspects of fundraising;
- At least five years working in the Charitable/Not for Profit sector;
- Must be a highly energetic professional with a track record of building donor relationships;
- Must have the ability to work collaboratively and strategically with all other fundraising professionals and volunteers committees of the Bernard Betel Centre;
- Knowledge and experience of Blackbaud's Programs including Raisers' Edge;
- Ability to understand the needs and interests of donors in order to develop relationships between them and the Betel Centre;
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies;
- Must have excellent interpersonal skills and a demonstrated record of completing assignments;
- High level of professionalism and drive, with an enthusiasm and passion for delivering results;
- Proficient in Microsoft office suite of products, database management;
- Evening and weekend work is required from time to time.

**Language Requirements:**

- English
- Russian and or Yiddish an asset

Please submit your cover letter and resume via email to: Gail Gould, Executive Director [gailg@betelcentre.org](mailto:gailg@betelcentre.org) by **May 30, 2018**. We thank you for your interest, but only candidates selected for an interview will be contacted.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.