



## **Job Posting - Director of Development and Communications**

The Caldwell Family Centre plays a critical role in supporting residents of Ottawa who are impacted by poverty. In collaboration with partners, we strive to meet clients' needs in a wide variety of areas, including food security, social engagement, child and youth programming and vocational support.

### **Director of Development and Communications**

Caldwell Family Centre is looking for a full time Director of Development and Communications to join their team in an exciting time of organizational growth and development.

The role reports directly to the Executive Director and the successful candidate will work with the Management Team to deliver the organization's strategy and vision.

The Director of Development and Communications will provide the necessary vision, leadership, and fundraising skills which will enable the organisation to achieve fundraising targets for operational funding and guide organization into a future capital campaign.

The successful candidate is passionate about the community we serve. They will have substantial fundraising and management experience, a talent for building relationships and a proven track record in securing funds from individuals, foundations, and corporations. The Director of Development and Communications will also inspire collaboration with our dedicated Board of Directors and internal staff team.

## **Main Responsibilities**

### **Strategy and planning**

- Lead the annual fundraising planning process to produce effective strategies to achieve income targets across various revenue streams
- In cooperation with the Executive Director, lead the development of any long-term strategy to achieve agreed organizational goals
- Identify new potential income streams and produce strategies to access these funds

### **Financial Planning and Budget Management**

- Produce cost-effective budget to achieve action plans
- Develop and maintain fundraising KPI's
- Ensure fundraising initiatives are kept within budget

### **Fundraising**

- Manage an effective fundraising program that delivers revenue to fund programs and operational needs including a capital campaign in the future
- Develop strong cases for support for Caldwell Family Centre and its programs
- Oversee the management of the grant program
- Lead the individual giving development plan which includes cultivating current donors and inspiring new donors
- Lead the monthly donors, major gifts and legacy gifts programs
- Develop and maintain an engaging stewardship program

### **Communications**

- Develop a social media strategy
- Integrate digital fundraising into the communications efforts
- Implement social media strategy

## **Ideal Candidate**

- Minimum 5 years' experience in a similar role
- Demonstrated track record of strategic fundraising
- Demonstrated communications and social media experience
- Successful, significant, and relevant revenue achievements
- Proven ability to build, manage and develop key stakeholder, client, and donor relationships
- Effective dissemination of information to large and diverse groups
- Strong leadership skills
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services
- Knowledge of the fundraising environment and of a range strategies and techniques to support the cost-effective revenue generation for Caldwell Family Centre

- Exceptional storytelling skills to inspire internal audiences, stakeholders, and donors
- Demonstrated ability to evaluate initiatives and programs and initiate, develop and deliver new initiatives that build on their successes
- Highly self-motivated and able to work autonomously, take initiative and make decisions
- Commitment to the organization's core values and strategic direction
- Innovative management style
- Ability to work flexible hours
- Energy, enthusiasm, and passion to support the community we serve
- Bilingualism is an asset

### **Qualifications**

- CFRE preferred but not essential
- Evidence of Continued Professional Development relevant to the role purpose and level
  - Salary range - \$75,000 - \$85,000 / annual plus benefits
- To apply please submit your resume and cover letter to [HumanResources@CaldwellCentre.ca](mailto:HumanResources@CaldwellCentre.ca)). Deadline to apply May 15, 2022, at 5:00pm. No phone calls please.
- For more information contact Marilyn Matheson at [Director@CaldwellCentre.ca](mailto:Director@CaldwellCentre.ca)