



**Institute  
for Canadian  
Citizenship**

**Institut pour  
la citoyenneté  
canadienne**

**inclusion.ca**  
500-260 av. Spadina Ave.  
Toronto, ON, Canada M5T 2E4

## **Senior Director, Development**

### **About the Institute for Canadian Citizenship**

The Institute for Canadian Citizenship (ICC) is a national charitable organization that champions active citizenship and inclusive communities. Founded in 2005 by the Right Honourable Adrienne Clarkson and John Ralston Saul, we deliver community-focused programs for new Canadians and mobilize our international network to create a future where people, policy, and places are inclusive by default. The ICC's five (5) ideals of honesty, creativity, questioning, impact and optimism are at the core of our work. For more information, please visit [www.inclusion.ca](http://www.inclusion.ca).

### **Position Description**

The Senior Director of Development will bring a strong record of accomplishment in fundraising and development, demonstrated success in securing major gifts and a collaborative approach to working with the Board of Directors. The Senior Director, reporting to the CEO, will have key working relationships with the CEO, senior management team and the Board of Directors. The successful candidate will be a compelling communicator who will share the vision of the ICC with passion and authenticity. The salary range is \$90,000 - \$110,000.

### **Job Summary**

#### **Duties and Responsibilities**

- Responsible for developing and implementing a comprehensive fundraising plan aligned with our strategic plan.
- On an annual basis, accountable for creating goals, objectives and outcomes.
- Responsible for a small team accountable for revenue from major donors, planned giving, foundations, annual giving, and corporate partnerships.
- Collaborate with the CEO, leadership team and Board members to design and implement a major gifts strategy (\$10,000 and above), including identification of new prospects.

- Responsible for managing major donor pipeline, cultivation, solicitation and stewardship.
- Create all print and digital materials for soliciting and reporting to donors, in collaboration with the Communications team.
- Prepare annual development budget.
- Plan and execute all fundraising events.
- Special projects as assigned.

### **Qualifications**

- A minimum of Bachelor's Degree.
- 7 years professional fundraising experience with track record of year over year revenue growth.
- Strong major gift experience. Demonstrated experience closing at least 5-figure gifts.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Comfort working with Board of Directors.
- The individual must be comfortable working in an environment that is mission and values-driven, respecting and valuing diversity and seeking constructive solutions to challenges and problems.
- Sophisticated knowledge and use of Salesforce.com.
- Ability to work collaboratively across disciplines within our organization.
- Dedication to the mission and ideals of the ICC.

### **Additional qualifications that would be an asset:**

- CFRE Designation



- Bilingualism in French and English

**Location:** Toronto or Remote. The ICC office is in Toronto. Candidates from outside the Greater Toronto Area will be accommodated to work remotely. The ICC team is working remotely during COVID-19 pandemic.

Interested applicants should submit their cover letter and resume to [jmadorsky@inclusion.ca](mailto:jmadorsky@inclusion.ca) by December 30, 2020.

We thank all candidates for their interest but only those selected for interviews will be contacted.

The Institute for Canadian Citizenship is an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.

