



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Director, Development

(Permanent, Full-time, based in Toronto)

Reporting to the Vice-President, Development, this position is responsible for the development and management of the Major Donor and Legacy portfolios, including individual major gift suspects, prospects and donors, including bequests and family foundations that have the capacity to make investment gifts of varying amounts from \$10,000 to transformative gifts of seven figures. The Director is a key member of the Senior Leadership Team and is responsible for annual planning and team activation in order to meet revenue and awareness goals in a manner consistent with UNICEF Canada's mission and vision.

With a specific focus on relationship-based revenue generation and partnership cultivation, the Director is currently responsible for activities and revenue goals totaling approximately \$5M from the various fundraising channels.

The responsibilities of the position will include:

Revenue Generation & Partner Cultivation (65%)

- Drive opportunities to position UNICEF as a charity of choice, with a key focus on developing strategic, long-term, major donors (\$25K+ annually).
- Act as a senior solicitor for individual donors giving \$25K+ annually and oversee prospecting strategies and activities for the team, including the development of creative and meaningful giving opportunities and stewardship materials intended to attract significant, long-term relationships.
- Work closely with Executive and senior staff to assist in developing transformative major gift opportunities, moves management and stewardship strategies for \$1M+ prospects and donors.
- Achieve annual revenue and expense targets.
- Work with the team to establish a collaborative strategic fundraising approach that enables the short term and long term achievement of goals and targets including new business strategy, stewardship planning and strong donor engagement tactics.





- Build partnerships externally with other National Committees, UNICEF Private Fundraising and Partnership (PFP) Division and Country offices to explore and create additional global/international opportunities for strategic partnerships.
- Establish successful and best-in-class stewardship and donor experience strategies to cultivate donor engagement.
- Manage and support leadership team with board relations; including identifying appropriate board prospects, leveraging board referrals and, where appropriate, including board members in proposals or asks.

Strategic & Operational Planning (20%)

- Oversee the execution of relevant sections for the multi-year Joint Strategic Plan (JSP) and manage the Annual Operating Plan (AOP) for the team and ensure integration across the organization.
- Develop a national giving program for major partnerships which includes – donor reporting, recognition and stewardship plans.
- Develop and execute plans for organizational priority campaigns and initiatives.
- Work with PFP to ensure our strategies and approaches are well-aligned to meeting global objectives/ protocols.

Team & Operational Management (15%)

- Recruit and develop effective, motivated individuals and teams to achieve common goals.
- Develop succession plans to ensure program continuity and donor centric engagement.
- Conduct team annual goal setting planning and performance review as established by people processes; support employee engagement strategies as required.
- Ensure all documentation regarding expenses, legal agreements/ contracts & employee documentation are up to date and accurate.
- Make strategic decisions using financial data and other market information.
- Provide monthly revenue and activities update to senior leadership.
- Ensure all fundraising activity is tracked in Raiser's Edge (RE).

The ideal candidate will have:

- A university degree or community college graduate diploma with a focus in fundraising, marketing, sales, or other related discipline.
- A minimum of ten (10) years relevant experience in fundraising, marketing, or sales.
- A successful track record with revenue generation through soliciting and closing major donations of \$25K-\$5M level including working with individuals, family foundations and senior executives and volunteers.
- Strong decision making and judgment skills; strategic and resourceful.
- Superior verbal and written communications skills with strong public speaking skills.
- Strong organization skills, drive for results and follow through.





- Excellent computer skills (Microsoft Office).
- Bilingual in English and French (an asset).
- Experience with RE or relational databases (an asset).

For consideration, please submit your resume and cover letter to careers@unicef.ca by **September 9th, 2015**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**Director, Development**” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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