



## A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

### Director, Development (Donor Relations)

(Permanent; Full-time; based in Toronto)

Reporting to the Chief Development Officer, this role provides strategic and informed counsel regarding all development donor and volunteer engagement, prospect management, stewardship strategies and financial and data management activities. The position is a key member of the Senior Leadership Team and is responsible for developing and directing an integrated business strategy including technical infrastructure, prospect management, training, annual planning and team activation in order to meet revenue and donor/volunteer engagement goals in a manner consistent with UNICEF Canada's mission and vision. Working with the entire Development team, the Director works 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 and strong donor engagement tactics.

With a specific focus on relationship-based revenue growth, loyalty and long-term partnership cultivation, the Director is responsible for providing operational alignment for development fundraising activities and revenue stewardship totaling \$11M annually and growing.

The responsibilities of the position will include (but not limited to):

#### *Donor & Prospect Management (65%)*

- Work collaboratively with Development team to drive strategic opportunities to position UNICEF as a charity of choice, with a key focus on expanding the pipeline, growing the donor base across Canada and building loyalty with individuals, families, foundations and corporations.
- Lead the development of creative and meaningful giving opportunities, cases for support, and communications/stewardship materials intended to attract significant, long-term corporate and major donor relationships.
- Establish successful and best in class stewardship and donor experience practices to cultivate donor engagement.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.

- Manage the prospect management team ensuring proactive support to the entire Development team enabling a healthy pipeline and robust moves management culture.
- Lead the development of pipeline prospecting and reporting tracking. Develop pipeline and activation of prospecting and moves management to meet forecasting activities annually and for long-term planning.
- Manage and support the Executive team with board relations; including identifying appropriate board prospects working with the Governance Committee, leveraging board referrals and assisting in stewarding the Honorary Council.
- Responsible for financial activities including campaign reporting and donor relations budget management.
- Works collaboratively to support all operational aspects of the high value fundraising Campaigns for the organization including collateral development, pipeline, research & prospecting, cultivation & stewardship events and donor relations activities.
- Work with other Development team staff and volunteer leadership to ensure the availability of appropriate cultivation and stewardship tools for use with donors and prospects.
- Build partnerships externally with UNICEF colleagues globally to explore and create additional global/international opportunities for high impact donor and key influencer engagement such as cultivation events, field travel and global conferences.

#### *Strategic & Operational Planning (20%)*

- Maintain a 4 year sight-line for the team.
- Working with Development, Communications & Marketing, prospect management, Executive and President's Office teams, develop a key influencer strategy that enables long term volunteer and donor engagement and revenue growth for the organization.
- Support the execution of the multi-year strategic plan and manage the annual planning reporting process for the team and ensure integration across the organization.
- Anticipate and plan for future events, trends, problems and opportunities and exercise sound judgment.
- Ensure department strategies are synergistic and identify cross-functional opportunities with all other fundraising, Programs / Marketing / Communications teams as appropriate.
- Evaluate reasonable partnership risk-taking opportunities and develop creative solutions, stimulating new ways of thinking and solving problems; make strategic decisions using financial data and other market relevant information.
- Responsible for ensuring sound and streamlined fundraising practices such as gift acceptance and privacy and ethics.
- Work with UNICEF Headquarters to ensure our strategies and approaches are well aligned to meeting global objectives/ protocols.

#### *People & Operational Management (15%)*

- Develop, coach and manage effective, motivated individuals and teams to achieve common goals.
- Encourage individuals to develop strengths and support opportunities to foster professional growth.



- Working with People & Organizational Development and Operations, develop long term resourcing strategies to ensure the team is properly resourced to achieve long term revenue growth goals. Develop on-boarding and succession plans to ensure program continuity and donor centric engagement/long term loyalty.
- 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, accurate and compliant with UNICEF policies.

The ideal candidate will have:

- A university degree or community college diploma with a focus in fundraising, management, operations, or other applicable disciplines.
- A minimum ten (10) years in fundraising, development/advancement operations or prospect research in the not-for-profit sector.
- The ability to work in a fast paced environment, prioritize and multi-task.
- Exceptional organizational skills and is detail-oriented, with strong follow through.
- The ability to be highly intuitive and demonstrates strong decision making and judgment skills thinking strategically and resourcefully through a donor centered lens.
- Superior verbal and written communications skills, self-awareness, a commitment to professional and personal growth for self and team members.
- Excellent computer skills (Microsoft Office).
- Experience with Raiser's Edge (RE) or other relational databases (an asset).
- French language skills (an asset).

*Salary range: \$110,000 to \$120,000 per year.*

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **October 22, 2019**. Please attach your cover letter (including salary expectations) and resume as one document and reference **“Director, Development (Donor Relations)”** 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 Safeguarding Policy, the successful candidate must receive clearance by a police background check, including a 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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