

# B R E A T H E

the lung association

## POSITION VACANCY

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Position:	Director, Development and Community Giving
Reports to:	Vice President, Marketing, Development and Public Affairs
Effective Date:	Immediately
Location:	Provincial Office – 18 Wynford Drive, Toronto, ON, M3C 0K8

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### ORGANIZATION OVERVIEW:

The Lung Association is dedicated to helping all Canadians breathe.

Our community of donors, patients, researchers, volunteers and professional staff are dedicated to ensuring Canadians have the healthy lungs, body, and clean air, which are vital to healthy breathing.

We want to ensure that no one takes their breathing for granted, and strive for better breathing for all. This is an opportunity to join a team at an exciting point in time – an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://lungreport.wpengine.com/>.

### POSITION OVERVIEW:

Reporting to, and working in close collaboration with the Vice President, Marketing, Development and Public Affairs, the Director, Development and Community Giving will be responsible for stewarding existing relationships; developing, cultivating and closing new gifts with individual and institutional donors; and overseeing our community engagement channel.

A key member of the team, and an active participant in making strategic decisions affecting The Lung Association - Ontario's development activities, the Director, Development and Community Giving will design and implement a comprehensive plan for expanding and diversifying The Lung Association - Ontario's donor base, working closely with other team members to secure funding for new initiatives.

The Director, Development and Community Giving will also be tasked with overseeing, supporting and mentoring a team across Ontario, working alongside members of the provincial team and local volunteer leadership to maximize community giving in an innovative and strategic manner. This includes the development, implementation, management and evaluation of a comprehensive plan and approach to community relationship development, volunteer engagement, and fundraising activities.

### RESPONSIBILITIES:

#### *Fundraising and Development*

- Develops and manages relationships within his/her own development portfolio (focused in the Greater Toronto Area), personally conducting cultivation visits, solicitation calls and stewardship activities, and ensuring that revenue targets are met or surpassed
- Identifies and qualifies potential new donors to grow the prospect pipeline
- Supports and partners with the Vice President, Marketing, Development and Public Affairs on all philanthropic fundraising activities
- Prepares development communications: solicitation and acknowledgement letters; case statements

- and proposals; stewardship reports; briefing notes; gift agreements
- Monitors own activity and participates in monitoring requirements of the team, ensuring that monthly activity benchmarks for donor contacts are achieved
- Develops and implements a stewardship program aimed at cultivating deeper ties with donors and corporate partners
- Effectively manages fundraising resources and practice ethical fundraising

#### *Leadership and Management*

- Oversees community giving activities, including third-party fundraising, special events, and workplace campaigns; establishing and managing staff to ensure that business and workplan goals are met, and that activities are conducted in compliance with established Lung Association procedures and best practices
- Monitors team activity and ensures that monthly benchmarks, including donor contacts and revenue targets, are achieved
- Leads and mentors an effective team, ensuring high standards of delivery and competence, providing coaching and performance management activities as required
- Enlists support of members of the provincial management team as necessary to support community operations in their business objectives
- Organizes regular meetings, both virtual and in-person, to encourage knowledge-sharing and collaboration between community and provincial office staff
- Engages with internal colleagues and external volunteers to strengthen relationships and secure support
- Builds, manages and mentors a team of development professionals across Ontario

#### *Strategic Planning*

- Develops annual business plans and budgets for individual, foundation and community fundraising, in conjunction with the Vice President, Marketing, Development and Public Affairs
  - Manages and implements approved business plans, ensuring that the annual revenue objectives and budget are met or exceeded
  - Works closely with the Event Marketing Sponsorship Manager in the development of the annual workplan and budget for Breath of Spring, and implementation of the campaign province-wide
  - Develops the workplans and budgets for other activities in the Greater Toronto Area, and the support of special events in communities across Ontario
- Other duties as assigned by the Vice President, Marketing, Development, and Public Affairs

#### QUALIFICATIONS:

- University degree or equivalent
- Minimum 5 years of relevant experience in fund development, including securing gifts and managing relationships at all giving levels
- Proven track record of exceeding personal and team fundraising goals
- Demonstrated experience in identifying and converting new prospects to donors
- Exceptional networking ability
- Excellent verbal and written skills, with the demonstrated ability of developing and presenting strong cases for support and effectively reporting on the impact of gifts
- Proven management abilities with the demonstrated ability to drive and achieve financial targets
- Strong coaching and mentoring skills, with the ability to build and lead an effective team
- Experience leading an effective team working remotely
- Experience in inspiring, developing and working with senior level volunteers
- Superior competence in interpersonal communications and collaboration
- Strong technical skills including experience with fundraising database applications (knowledge of Raisers Edge is an asset) and Microsoft Office
- Willingness to work outside of regular business hours and travel as necessary
- CFRE designation is an asset

To apply, please email your resume and cover letter, along with salary expectations, to Geeta Thomas, Director - Human Resources, at [gthomas@lungontario.ca](mailto:gthomas@lungontario.ca).