



Director, Fund Development

Position Summary:

The Smilezone Foundation is currently seeking a **Director of Fund Development** based out of our Oakville location at 557 Chartwell Road.

Responsibilities:

- Coordinate with the Smilezone staff and Board to develop and implement a short and long-term resource development plan
- Build and maintain the Foundation's donor and sponsorship database
- Develop, implement and maintain a cutting edge donor recognition program that cultivates loyalty and growth from all philanthropic sources, along with the development of a prospect identification strategy
- Identifies, sources, and prepares proposals to government, corporations, foundations, and private granting agencies
- Manages submission, execution and reporting relationship of all grants in coordination with appropriate staff
- Promotes the organization to donors and maximizes public awareness of the fundraising activities of the Foundation
- Determines and develops projects and programs appropriate for private and corporate funding, providing strategy and creative thinking for new initiatives
- Monitors external markets to identify new partnerships for fundraising
- Supports the execution of special events, including creative black-tie fundraisers, as well as cultivation and stewardship events and receptions
- Provides ongoing evaluation of fundraising; including: budget comparisons, recommendations and action steps
- Ensures compliance with fundraising best practices including all ethical guidelines and principles outlined by the Canada Revenue Agency, Association of Fundraising Professionals, and Canadian Centre for Philanthropy

Qualifications:

- Post-secondary education in a related field
- 5-7 years fundraising experience, with a preference given to experience with capital fundraising campaigns
- Knowledge and experience in prospect development, donor appeals, donor relations and recognition, and setting revenue and expense budgets
- Exceptional interpersonal skills, verbal communication, presentation persuasion, and listening skills; detail oriented, strong organization, research and analytical skills
- Knowledge of Canadian charity and donation laws and CRA regulations
- Demonstrated accuracy in data entry, records managements and reporting relationships
- Self-motivated, high energy, results-oriented with the drive to exceed expectations
- Successful track record in securing major and planned gifts
- Professional membership with AFP and/or CFRE credentials considered an asset

A Criminal Record Check with vulnerable sector screening will be required.

To apply: please send cover letter and resume in one PDF document to mbachly@smilezone.com

We thank all applicants for their interest. Only those considered for an interview will be contacted.