



EMPLOYMENT OPPORTUNITY

COSTI REQUIRES DIRECTOR OF DEVELOPMENT

You are an Important Addition to Our Team!

As the Director of Development, you will bring knowledge and expertise to planning, developing, directing and managing COSTI's three-year, comprehensive fundraising plan. You will be responsible for significantly increasing organizational revenue in the areas of major gifts, events, and annual fundraising.

Reporting to the Executive Director, you will serve as a key member of the Leadership Team and will utilize your strategic fundraising skills to build and grow our portfolio of donors and prospects. COSTI specializes in meeting the needs of immigrants and newcomers to Toronto. In our diverse society, we strive to become a leader in community service. Your role as Director of Development is vital in our aspirations to build stronger and lasting relationships within our communities.

Your responsibilities include:

- Collaborating with the Executive Director, to oversee and enhance the organizations three-year fundraising plan and capital campaign through the development of a critical timeline inclusive of cultivation, solicitation, engagement, volunteer, event and stewardship strategies
- Planning and leading a major gift portfolio of individual, foundation and corporate donors with giving values of \$25,000+ to achieve the \$1.5 million annual revenue target outlined in COSTI's 2021-2024 fundraising work plan as well as a \$25 million Capital Campaign.
- Developing tailored and compelling fundraising opportunities that support strategic initiatives and align organizational priorities with donor interests
- Engaging and building strong relationships with the COSTI community including the Leadership Team, Board of Directors, Development Council, Campaign Cabinet, donors, volunteers, alumni and a variety of community partners and suppliers to identify, cultivate, solicit and steward donors to ensure fundraising success
- Facilitating introductions and solicitations for the Development Council, Campaign Cabinet and the Board to help achieve campaign targets.
- Collaborating with the Director of Marketing and Communications and other team members to co-develop and implement donor recognition and stewardship programs, and overseeing the ongoing development of the fundraising microsite.
- Act as the staff resource person to the Development Council and Campaign Cabinet, attend Board and Committee meetings and report on fundraising activities and results.
- Monitoring and presenting donor trends (acquisitions, gift uplift, and retention rates) through regular fundraising reports to the Executive Director, the Development Council and the Board as required.
- Ensuring the organization's financial systems comply with COSTI's fundraising policies and procedures, Canada Revenue Agency (CRA) and legal requirements and are aligned with industry.
- Maintaining up-to-date knowledge of current and emerging charitable sector trends and legislation.
- Working and consulting on an ongoing basis with the Senior Director, ensuring that grants, proposals and direct requests for funding are directed appropriately to the greatest needs of the organization and that all information provided is accurate and current.
- Review grants, proposals and solicitations and prepare drafts where appropriate; prepare strategy, briefing and talking points documents; and create presentations describing COSTI's urgent needs.

Qualifications:

- An accomplished fundraiser with a minimum five (5) years of experience in a senior fundraising role.
- A minimum of five (5) years of experience developing successful individual fundraising strategies that expand the base, grow revenue, and strengthen existing donor relationships.
- Certificate in Fundraising Management or Fundraising Executive designation (FRE) designation preferred.
- A demonstrable track record of identifying, securing, and stewarding major gifts and development experiences of gifts \$25,000 and above for revenue and capital campaigns.
- A Bachelor's Degree or acceptable combination of equivalent experience.
- Demonstrable passion for COSTI's mission and knowledge of newcomer services.
- Experience with community-based fundraising techniques including development of grant proposals, management of fundraising events, developing annual campaigns and approaches to corporate and individual donors.
- Experience in and commitment to using computer-based donor relationship management systems (e.g. Salesforce) in support of fundraising efforts.
- Significant understanding and knowledge of AFP guidelines, Donor Bill of Rights and best practices for fundraising in Canada.
- Experience managing senior level volunteers and participating in major fundraising campaign.
- Ideally, brings an extensive network of donors, foundations and other fundraising avenues for COSTI.
- Knowledge of MS Office and donor relationship platform - Salesforce considered an asset.

Who is COSTI?

COSTI is a community-based registered charity focused on addressing the needs of newcomers by providing employment, educational, settlement and social services. We were born out of a concern for the needs of recent immigrants, refugees and individuals in need of assistance. Our commitment to help newcomers dates back to 1952, and is the foundation upon which COSTI has grown.

Today we assist over 39,000 people annually and we receive strong support from a wide and extremely diverse constituency in Toronto and Regions of Peel and York.

Remuneration

Salary expectations range from \$90,000 - \$100,000 annually.

You are expected to have a valid driver's license and reliable vehicle. Mileage to be reimbursed.

Three weeks vacation and five management compensation days

Eighteen Sick Days per year accrued

Opportunity to work remotely

Application Process

POSTING DATE: October 7, 2021

CLOSING DATE: November 3, 2021

If you meet the requirements and are interested, please send your résumé and cover letter to

<https://creg.costi.ca/ui/hr/resume.aspx?refno=153-21>

"We thank all applicants for their interest in COSTI. However, only candidates selected for an interview will be contacted. No telephone inquiries please."

COSTI encourages applications from individuals reflecting the diversity of our community. COSTI is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.