



## **George Brown College Foundation**

**Position Title:** Director of Development and Operations

**Position Type:** Permanent, Full Time

**Application Deadline:** February 4, 2022

**Salary:** TBD

**Reports to:** Chief Development Officer, George Brown College Foundation

The George Brown College Foundation is a separately incorporated registered charity that serves as the primary fundraising vehicle for George Brown College. Established in 1984, the Foundation's mission is to support George Brown College and its commitment to excellence in teaching, applied learning and innovation, and its commitment to access, diversity, and mutual respect. The Foundation is guided by a volunteer Board of Directors who support the College's mandate of increasing access to education by raising money to support student success through scholarships, bursaries and awards to ensure that no student is denied a post-secondary education at George Brown College because of financial constraints

### **Summary of the Position:**

The Director of Development and Operations is accountable for planning, coordinating, supporting, and executing annual plans through a donor-centric lens. The incumbent acts as a liaison between departments within the College and the Foundation delivering on donor agreements and initiatives. Reporting to the Chief Development Officer, the Director of Development and Operations is responsible for the day-to-day operations of the Foundation, budgeting and execution of campaign plans ensuring deliverables are met within timelines. As two Development Officers report to the Director of Development and Operations, the individual holding this position must be people-oriented and focused on mentoring and leveraging the strengths of the core team in support of the goals of the Foundation.

### **Scope of Duties:**

#### ***Campaign Management***

- Assesses campaign goals and projects and develop an overall campaign plan to meet current and future needs
- Develops annual giving budget with aggressive targets (annual programs, events, third party initiatives, etc.)
- Develops a donor life cycle strategy ensuring the plan is articulated and tracked through various means (i.e., Raiser's Edge, annual development plan, etc.)
- Develops and manages the campaign office and its administration, including maintenance of files, prospect lists, grants calendar, budget, campaign



progress, and events

- Establishes and maintains a network of development volunteers willing to solicit others for contributions
- Recruits, trains, and supports fundraising volunteers as well as supports individual staff solicitation strategies
- Collaborates with internal staff to identify, cultivate, solicit, and steward relations with prospective and current donors, building the donor base and determining the appropriate method of solicitation – carrying out calls as needed; often this will involve participation in special events and key program activities, as well as supporting the President in developing relationships
- Responsible for the solicitation and stewardship of a portfolio of new and renewing donors for both annual gifts and with endowment holders
- Manages the planning, coordinating, implementation and reporting of the Foundation's programs on various platforms (online and offline)

### ***Operations***

- Effectively works with key staff to develop a realistic annual budget and fundraising strategy for reaching the set goals
- Ensures successful activation of programs, initiatives, and activities in collaboration with academic leaders, divisions, and other internal/external stakeholders
- Provides timely management and governance information to the President
- Directly supervises, mentors, and develops key members of the Development Team and provides regularly scheduled development sessions
- Works closely with those in finance and records to provide key management tools and reports to the President
- Manages the ongoing development, implementation and evaluation of all policies and procedures that affect the charity's fundraising
- Oversees and delivers stewardship deliverables (i.e., donor reports, annual endowment reports, events, etc.)
- Manages contractors, agencies, and volunteers of the Foundation
- Performs other duties as required by the President & Chief Development Officer

### **Qualification:**

The ideal candidate must possess:

#### ***Education Background and Experiences***

- A university degree in Management or equivalent combination of education and experience
- Postgraduate education and/or certification in fundraising and non-profit



management

- A minimum of five years of direct involvement and management experiences in fundraising and/or a partnership development role (charities, corporate, non-profits, etc.) with a proven track record of success
- A track record in managing a broad range of stakeholder relationships
- Experience working with a board of directors and cultivating board engagement
- The ability to troubleshoot and resolve conflicts with a win-win philosophy
- Knowledge and understanding of the higher education system, particularly the Ontario College sector considered as an asset
- Broad knowledge of the principles of fundraising enabling them to participate in all aspects of the gift cycle
- The ability to anticipate unforeseen circumstances and formulate appropriate responses in alignment with institutional priorities
- The ability to think strategically and can align major donor strategy with the Foundation's and College's strategic plans and growth initiatives
- Experience leading digital fundraising and donor relations campaigns (digital marketing, social media and SEO advertising, internal/external communications, email marketing, crowdfunding, crowdsourcing, auctions, etc.)

### ***Skill Sets***

- Working knowledge of Raiser's Edge, or similar database management software
- Exceptional people management skills with the ability to leverage individual strengths
- Exceptional interpersonal and communication skills
- Strong organizational and analytical skills as well as the ability to pay attention to detail
- Evidence of leadership, initiative, and excellent follow-through
- Strong Microsoft Office, database, and spreadsheet program skills as well as experience with Raiser's Edge or related systems and proficiency with email and internet applications
- Demonstrable ability to meet deadlines and to work in a result-oriented environment
- General knowledge of key trends and needs in, as well as an appreciation of, the post- secondary education system
- Strong project management skills, especially tracking, monitoring, and reporting
- Exceptional written communications skills; proven proposal and presentation skills

### ***Others***

- Be highly self-motivated and self-directed individual who delivers on commitments
- Adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors



- Demonstrate outstanding ability to work effectively and collaboratively in teams of diverse people (union and non-union)
- Exhibit exceptional customer service and people skills
- Demonstrate excellent planning and prioritizing skills to achieve specific goals and deadlines
- Be able to work evenings and weekends as required to attend fundraising events and donor meetings
- Be able to travel to offsite meetings, with varying degrees of distance

**To Apply: please combine the cover letter and resume in one PDF and send them via email before the deadline: [gbc.foundation@georgebrown.ca](mailto:gbc.foundation@georgebrown.ca).**

The Foundation wishes to thank all for their interest; however, only candidates selected for an interview will be contacted.

The George Brown College Foundation is committed to creating and sustaining an equitable and inclusive working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. The George Brown College Foundation is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and we will work with applicants requesting accommodation at any stage of the hiring process. Candidates who require accommodation in the interview process may contact [gbc.foundation@georgebrown.ca](mailto:gbc.foundation@georgebrown.ca) and all information received will be addressed confidentially.

**For additional information on George Brown College Foundation, please visit our website at [www.georgebrown.ca/foundation](http://www.georgebrown.ca/foundation).**