



Director of Development Wanted – Child Witness Centre

Imagine....

.....that you were a child or youth who was a victim or witness of abuse or violence

.....that the accused was someone you know

.....how this can affect you and your family over a lifetime

Now imagine that someone is there to walk with you through the investigation, help you and your family get the support that you need, and if charges are laid, support you and advocate on your behalf through the court system. That is the work of the Child Witness Centre and we will be there so you and your family are heard, helped and can begin to heal.

The Child Witness Centre is hiring our first Director of Development! We are looking for someone who:

- Is passionate about ensuring that children and youth who are or may become victims or witnesses of abuse or crime get the support that they need.
- Has experience in leading a fundraising development office, and demonstrated success with a wide range of donors, strong relationship building expertise, a strong grasp of the marketing and communications required for a successful fundraising plan and experience with event management.
- Can transition our fundraising process from a campaign, to an annual plan. We have gone through considerable growth in the past 2 years with the implementation of a new initiative – a Child and Youth Advocacy Centre – and are in the last stages of our *Safe Hands-Strong Futures* community campaign to raise \$2million in program funding to support our work in the Centre.

In this permanent fulltime position, the Director of Development will report to the Executive Director and assumes a lead role in the development, coordination and delivery of fundraising, marketing and communication activities to maximize the net fundraising revenues for the Child Witness Centre. For the 2017/18 fiscal year, the financial goal for fundraising is \$800,000. The incumbent will have 2-3 staff reporting to them and can expect strong support from the Executive Director as part of our plan to build capacity and ensure success.

Specifically, the Director of Development will be responsible to:

- Lead the development and implementation of a fundraising strategic plan (2018 to 2020) and annual operating plans, working with the Executive Director, departmental staff, Board of Directors/committees including:
 - Wrap up the Safe Hands Strong Futures Campaign
 - Ensure maintenance of comprehensive and accurate donor database
 - Prepare regular fundraising reports including evaluation of fundraising efforts
 - Develop and implement the annual marketing and communications plan
 - Cultivate, recognize and steward relationships with individuals, corporations, community groups and foundation donors, partners and other fundraising organizations.
- Manage and retain a motivated and effective fundraising staff including a 3rd Party Events and Communications Coordinator, Resource Development Coordinator and Donor Management Administrator

- Recruit and train fundraising volunteers

Qualifications:

- Post-secondary education
- Certified Fundraising Executive (CFRE) certification is an asset, as well as membership in the Association of Fundraising Professionals (AFP)

Experience:

- Minimum five years related experience in the not-for-profit sector.
- Demonstrated track record in fundraising, including the development and implementation of comprehensive fundraising plans and working with a variety of donors across the giving spectrum.
- Knowledge of Waterloo Region and Guelph and Wellington County.
- Strong relationship and community development skills.
- Highly motivated and creative.
- Resourceful and independent, and comfortable working within a team-oriented environment.
- Demonstrated leadership and team building skills, including the ability to motivate staff, Directors and volunteers.
- Effective time management, organizational, and planning skills.
- Excellent written, verbal, communication and presentation skills, to widely varied audiences.

Other Requirements:

- Computer proficiency including but not limited to experience with online resources, fundraising software and Microsoft Office software (Word, Powerpoint, spreadsheet and database applications).
- Valid driver's license and access to vehicle to travel.
- Able to work on weekends and evenings as required.

The Child Witness Centre requires all new hires to submit a current Vulnerable Persons Check and a Family and Children Services Check.

Application Process

Please email your cover letter and resume in confidence to:

Laura Muirhead
Executive Director
Child Witness Centre
111 Duke Street East,
Kitchener, ON N2H 1A4
careers@childwitness.com

More information about the Child Witness Centre can be found at www.childwitness.com.

We thank all applicants for applying, however, only candidates selected for an interview will be contacted. All inquiries will be kept in strict confidence. Please note that the deadline for submitting a resume and cover letter to the above email address is **Monday September 18, 2017**.