



## ***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 receive 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 a 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 receive the support that they need.
- has strong relationship building expertise, experience in leading a fundraising development team, demonstrated success with a wide range of donors, a strong grasp of the marketing and communications required for successful fundraising and experience with event management.
- can implement a strong 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 have completed our ***Safe Hands-Strong Futures*** community campaign which raised \$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 2019-20 fiscal year, the revenue generation goal is \$800,000. The incumbent will have 2 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 an annual fundraising plan, working with the Executive Director, departmental staff, Board of Directors/committees and to:
  - Cultivate, solicit and steward relationships with individuals, corporations, community groups and foundation donors, partners and other fundraising organizations.
  - Ensure maintenance of comprehensive and accurate donor database.
  - Prepare regular fundraising reports including evaluation of fundraising efforts.
  - Oversee the development and implementation of the annual marketing and communications plan.
- Manage and motivate fundraising staff including a Marketing, Communication and 3<sup>rd</sup> Party Events Coordinator, Resource Development Coordinator and fundraising volunteers.

Qualifications:

- Post-secondary education
- Certified Fundraising Executive (CFRE) certification is an asset, including involvement or experience in the Association of Fundraising Professionals (AFP) or CAGP
- Proven strong relationship and community development skills

Experience:

- Demonstrated passion for ensuring children and youth are supported
- 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
- Highly motivated and creative
- Resourceful, independent, and comfortable working within a team-oriented environment
- Demonstrated leadership and team building skills, including the ability to motivate staff and volunteers
- Effective time management, organizational and planning skills
- Excellent written, verbal, communication and presentation skills to widely varied audiences
- Related experience in the not-for-profit sector is an asset

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.

**Compensation** will be based on experience and skills. Compensation range is \$60,000-\$80,000.

***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](mailto:careers@childwitness.com)

More information about the Child Witness Centre can be found at [www.childwitness.com](http://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 **Tuesday, November 27, 2018**.