



Villa Charities offers exciting opportunities to join a dynamic team and contribute to the revitalization of the organization during this significant period of progress and change.

Columbus Centre opened in 1980 and is a key member of the Villa Charities family delivering cultural, recreational, educational, performing & visual arts and social programming in a 180,000 square foot facility.

We are currently embarking on a major transformation with the upcoming redevelopment of our flagship venue, the Columbus Centre, the cultural heart of the GTA's Italian Canadian community at our Lawrence-Dufferin campus. By advancing Villa Charities' mission of celebrating and promoting Italian heritage, culture, language, arts, food and family values, we will endeavour to be a premier destination for everyone in the Greater Toronto Area wishing to explore and share in our rich culture. Villa Charities will provide fully modernized and enhanced facilities in a re-envisioned shared-use facility with the Toronto Catholic District School Board, with opportunities for multigenerational usage and integration, creating an enduring legacy.

We invite you to be part of our progressive vision for the future. To learn more about Villa Charities, visit www.villacharities.com.

Villa Charities Inc. is currently hiring for the following position:

**DIRECTOR, DEVELOPMENT
(FULL-TIME)**

The Director, Development is responsible for spearheading, managing and executing all organizational fund development activities in support of Villa Charities' strategic direction, through effective leadership of the fundraising portfolio.

Primary responsibilities include revenue generation, individual donor relations, and fundraising communications, campaigns, and events. The Director will be a critical member of the organization's management team, and will require the ability to represent the organization to a wide variety of constituents that will significantly enhance support for Villa Charities among public and private sector funders and high-value individuals. The Director will have the drive, maturity, entrepreneurial spirit and communication skills required to take on the task of driving the growth and securing the financial sustainability of the organization.

- In partnership with the CEO and VP, Marketing, set achievable annual revenue targets to support Villa Charities' corporate objectives and strategic plan
- Develop and implement a fundraising and sponsorship plan with related strategies that includes corporate and individual giving, programming sponsorships and government and foundation grants

- Develop and manage all annual fundraising events, individual and corporate giving programs, and capital campaigns
- Identify and develop major gift cultivation strategies for individual, corporate and foundation prospects
- Develop and implement a communications strategy for donor acquisition and donor stewardship
- Develop the planned giving program with a focus on deferred gifts such as charitable bequests
- Identify and secure sponsor partnerships including lead sponsors, media sponsors and in-kind sponsors that align with brand and corporate objectives. Prepare ROI measurement analysis.
- Develop and manage annual fundraising and events budget
- Maximize relationships with all three levels of government, identify all applicable granting opportunities, develop grant applications and reporting requirements for grants received
- Secure event Chairs and Committees and manage all communications
- Work in close partnership with Foundation Board Chair and designated Board members on all resource and fundraising development efforts
- Manage sponsor and funder relations and ensure all contractual deliverables are met
- Develop and maintain a donor database and establish policies for recording, maintaining and updating current donor and prospective donor information
- Lead the development team including event volunteer staff
- Ensure accurate and complete record-keeping of all sources of revenue including event sales, individual and corporate giving
- Draft and execute agreements and contracts
- Perform additional activities related to development efforts

Qualifications Required:

- Minimum of 10 years' progressive fundraising experience, with at least 5 years' senior management experience is required, preferably working in a large non-profit/charitable organization in the healthcare or culture industry
- A certified Fund Raising Executive (CFRE) designation
- Proven experience in raising funds, including fundraising and development experience with major donors, corporate sponsors and special events
- Key skills include strong leadership, team building, negotiating and sales
- Ability to seek out and implement innovative fundraising and sales strategies
- Knowledge of Italian language and/or the Italian Canadian community is desirable
- Superior oral and written communication skills

- Excellent computer skills and proficiency with Microsoft Office (Word, Excel, PowerPoint, etc.)
- Have excellent knowledge of fundraising best practices and fundraising software platforms
- Familiarity with both individual project and departmental budget and financial processes
- Exceptional interpersonal skills and the ability to develop and cultivate partnerships with stakeholders is a must
- Outstanding organizational skills and high attention to detail
- Ability to work effectively with a diverse group of stakeholders, to represent the organization in a variety of settings, and to engage constructively in strategic planning processes
- Excellent collaborative and process-management experience in a fast-paced, team-oriented environment

Remuneration:

The organization offers a competitive salary and benefits, plus a complimentary athletic membership. Compensation for this position will be commensurate with the successful candidate's education, experience and career achievements.

Applications:

We thank all candidates for their interest; however, only those that most closely match job specifications will be contacted.

Please send cover letter and resume including salary expectations for this immediate opening to:

Villa Charities Inc.
Attn: Nicky Stathis, HR Administrator
901 Lawrence Avenue, West
Toronto, ON M6A 1C3
nstathis@villacharities.com

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities/Columbus Centre's policies, the organization is committed to ensuring accessible services and communications to individuals with disabilities. Should you require accommodation at any point during the recruitment process, including accessible job postings, please contact Nicky Stathis, HR Administrator.