



DIRECTOR OF DEVELOPMENT Villa Charities Foundation (13-month Contract)

Villa Charities Inc. is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For almost 50 years across the GTA, Villa Charities has been a destination for the Italian Canadian community in Toronto, the leader of the Italian cultural experience and the pillar for those who need support and care.

Villa Charities offers educational and cultural programs in music, dance, visual arts, culinary arts, athletics, and more, as well as providing culturally sensitive long-term care and housing for seniors.

Job Summary

The Director of Development will operationalize the Villa Charities Foundation Strategic Plan including providing strategic direction and leadership of fundraising activities and providing support to the Executive Team, Board members, volunteers and staff who are engaged in fundraising.

A fundraising generalist, the Director of Development will be a proven professional with a broad range of fundraising experience, including major gift solicitation, proposal writing, fundraising event leadership, annual and monthly giving, sponsorship, donor stewardship, fundraising copywriting and marketing, and donor cultivation.

The successful candidate will be an agile strategic thinker able to maximize and leverage opportunities. With an entrepreneurial spirit, the Director will seek revenue growth and encourage the development of a strong culture of philanthropy throughout the organization.

In addition to being donor-centric, the Director of Development will be an advocate for Villa Charities and nurture relationships within the Italian Canadian community.

The Director will bring a genuine appreciation of Italian culture, history, and tradition. With a strong commitment to philanthropy, the successful candidate will further Villa Charities' mission to enrich lives through experiences and services that honour Italian culture and heritage.

Key job accountabilities include but are not limited to:

- Oversee the implementation of key fundraising policies, fund development plan, and fundraising best practices
- Work cross-functionally to develop mission-driven fundraising campaigns, initiatives, materials, and communications to donors
- In partnership with the CEO and VP, Marketing and Communications, achieve annual revenue targets to support Villa Charities' corporate objectives and strategic plan
- Work in close partnership with the Foundation Board Chair and designated Board members on all resource and fundraising development efforts
- Develop quarterly Board reports and present at Board meetings and Executive team meetings
- Oversee and manage all annual fundraising events and special projects
- Manage a donor relations program including strategies to successfully cultivate, solicit and steward donors in an effective and meaningful way

- Manage the Villa Charities Scholarship Program, including the Scholarship Selection Committee and oversee the adjudication process
- Identify and develop major gift cultivation strategies for individual, corporate and foundation prospects
- Work closely with affiliate organizations, as needed, to identify funding needs that can be presented to prospective donors
- Create and draft Foundation communications including email solicitations, website copy, and Villa Charities newsletter content
- Identify and secure partnerships and sponsorships that align with Villa Charities' brand and corporate objectives
- Oversee donor relations and ensure all contractual deliverables are met
- Prepare ROI measurement analysis and activation reports for sponsors and donors
- Secure event Chairs and Committees and manage all communications
- Manage fundraising and events budgets
- Maintain a donor database (Raiser's Edge)
- Ensure accurate and complete record-keeping of all sources of revenue
- Draft and execute agreements and contracts with sponsors and partners
- Provide leadership to the Foundation team

Desired Qualifications

- Senior fundraising and management experience, preferably working in the healthcare or cultural sectors
- Flexible and adaptable; comfortable working with uncertainty and ambiguity created by the impact of the COVID-19 pandemic on the NFP sector
- Proven fundraising success with special projects, major donors and corporate sponsors
- Strong leadership, team building, negotiating and sales skills
- Ability to seek out and implement innovative fundraising and sales strategies.
- Superior oral and written communication skills
- Knowledge of fundraising best practices and fundraising software platforms (Raiser's Edge)
- Familiarity with both individual project and departmental budget and financial processes
- Exceptional interpersonal skills and the ability to develop and cultivate partnerships
- 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
- Outstanding organizational skills and high attention to detail
- Proficiency in Italian and knowledge of the Italian Canadian community is desirable
- CFRE designation is an asset

Compensation and Other Benefits:

Villa Charities Inc. offers a competitive salary and a comprehensive benefits package including a free gym/health club membership (on-campus), and much more.

If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team; **please forward your resume and cover letter to:** Human Resources by email to: careers@villacharities.com.

****With the current COVID-19 government restrictions, we are currently working remotely.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.