



Position: Fundraising Director
Term: 18-month contract
Location: Toronto, Ontario, Canada
Reporting to: Chief Executive Officer

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates complete neighborhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Fundraising Director

Waterfront Toronto seeks a **Fundraising Director** to lead its fundraising initiative, currently under development. The purpose of the initiative is to pursue funding for waterfront revitalization projects in the form of donations, sponsorships and grants from corporations, institutions, foundations, families, individuals and government. The Fundraising Director will plan, manage and monitor all fundraising and campaign activity, support the volunteer leadership and Campaign Cabinet, ensure cross-functional integration of fundraising work within Waterfront Toronto and support alignment of this work with the City of Toronto, as well as hold a portfolio of top prospects (\$500,000+). Key deliverables over the 18-month term include: continuing the development of Waterfront Toronto's fundraising capabilities and advancing the progress of the overall fundraising initiative, which involves fundraising for four revitalization projects. A focus will be developing and launching a fundraising campaign to raise \$30-50 million in gifts, pledges and sponsorship for a new "destination playground" to open in the Port Lands in 2024.

Key responsibilities include:

- Working collaboratively with the cross-functional fundraising team to develop, plan, budget and ensure successful execution of fundraising strategies and campaigns.
- Ensuring cross-functional integration of fundraising work between the fundraising team and other departments, and alignment with the City of Toronto.
- Determining fundraising staffing needs and supporting recruitment efforts accordingly.
- Developing the donor pipeline using prospect research tools, referrals and networks (including Waterfront Toronto's existing partners), as well as cultivating and soliciting prospects.
- Providing strategic oversight of the major gift portfolio and building relationships with individuals and organizations capable of this level of support.
- Providing leadership to the Campaign Cabinet, including regular briefings, coaching and advice on the goals and progress of the campaign.
- Managing a personal portfolio of top donors, sponsors and prospects, including individuals, corporations and foundations.
- Collaborating internally and with external advisors and service providers to deliver high quality, highly customized proposals, solicitations, and stewardship materials.

Skills and Qualifications:

- Experience in fundraising campaigns (strategy development, planning and execution, communications).
- Demonstrated awareness of the donor relationship cycle (identification, cultivation, solicitation, stewardship) and principles of moves management.
- Knowledge of the non-profit sector and CRA fundraising rules and guidelines.
- High degree of proficiency with donor database systems.
- Excellent prospecting skills and proven ability to uncover leads from databases and other sources.
- Ability to integrate with functional areas and manage the contributions of external advisors and service providers.
- Leadership and management experience including staff recruitment, coaching, and performance management.
- Understanding of Waterfront Toronto's vision, mandate, goals and objectives, and public sector context.
- Superior presentation, oral and written communication skills to communicate effectively and lead and manage a variety of relationships to achieve desired outcomes.
- Well-developed prioritization, coordination and organization skills to coordinate and manage multiple tasks and relationships.
- Ability to guide the development of policies, processes and procedures and support preparation of fundraising agreements.
- University degree or other relevant post-secondary education, or a combination of education and relevant experience.
- CFRE certification will be considered an asset.

Salary: We offer a competitive salary.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File #20-08**, no later than **November 1, 2020**.

Waterfront Toronto is committed to representing the diversity of the City of Toronto on our team by fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment. We are also committed to providing accommodations for applicants with disabilities. If you require a specific accommodation because of a disability or a medical need, please let us know so that, subject to measures constituting undue hardship, the appropriate accommodations can be in place throughout the selection process.

No telephone inquiries please. We thank all applicants, however, only those selected for an interview will be contacted.