

**Title:** Director of Development

**Category/Term:** Parental Leave Contract – 18 months

**Starting:** January 2024

**Reporting to:** Executive Director

**About the MNjcc:**

Founded in 1953, The Miles Nadal Jewish Community Centre (MNjcc) is a dynamic hub providing a wide range of educational, cultural, fitness, social, and recreational programming to Toronto's culturally, ethnically, and economically diverse population. Each year the MNjcc provides more than 70,000 people of all ages, backgrounds, and abilities with opportunities to learn, be active, and connect. The MNjcc is open to all and is committed to being a community leader in accessibility and inclusion, promoting diversity, and removing barriers.

**The Opportunity:**

We are seeking an experienced, collaborative and energetic individual to fill an 18-month maternity leave contract to provide oversight and management of all aspects of fundraising with a goal to increase revenue. The incumbent is responsible for the planning and implementation of a development strategy that is aligned with the MNjcc's mission, vision and values.

Reporting to and working in close collaboration with the Executive Director, the ideal candidate will have a proven track-record in fundraising, including annual giving, major gifts, corporate and foundation partnerships, and grants. The position serves as an integral part of a small Development Team and as a key member of, and advisor to, the senior leadership team.

Our ideal candidate must be proactive, highly organized and self-motivated to move plans into action. You will have the proven ability of building a portfolio of prospective donors resulting in new revenue and have demonstrated success in securing multi-year financial gifts from new partners and in upgrading existing donor commitments.

**Schedule:**

- Hybrid work negotiable

**Deliverables:**

- Build strong and trusted relationships across the stakeholder spectrum, with a particular focus on the Development team, Senior Leadership team, the Board of Directors, and Strategic Partners, including individuals, community partners, and corporate investors.
- Oversee and meet established revenue targets within the Development portfolio to grow support for the organization.

## Key Duties and Responsibilities:

- **Planning:** Oversee the development of a comprehensive, donor-centric fundraising plan and budget in collaboration with the Executive Director, Board of Directors and Development team, and manage all fundraising operations, advising on strategy to meet and exceed goals
- **Major Gifts:** Oversee successful strategies for the identification, cultivation and solicitation of major gift donors and work with the Associate Director, Development to ensure a prospect pipeline and moves management system to track and grow the MNjcc's major gift goals
- **Corporate & Foundations:** Identify and build relationships with new and renewing corporate and foundation prospects and ensure the timely submission of requests
- **Grants:** Primarily responsible for working with management and staff to identify and complete grant applications that are aligned with the MNjcc's mission and vision
- **Planned Giving:** Move the MNjcc from its current responsive planned giving practices to a proactive and robust Planned Giving program
- **Communications:** Work collaboratively and creatively with the Marketing and Communications department to appropriately position fundraising opportunities and to tell compelling stories, integrating messages in publications, reports, and collateral materials for cultivating and stewarding donors
- **Supervision:** Coach, supervise and motivate a team of 2.5, including 1 direct report, colleagues and senior volunteers, to build a culture of philanthropy in the organization
- **Reporting:** Monitor and analyze progress towards established budget goals, including regular reports to the Board of Directors and Executive Committee of the Board, and recommend adjustments as required to meet targets

## Qualifications and Requirements:

- Post-secondary degree or equivalent with 8+ years of progressive development experience.
- Demonstrated track record managing/ growing diverse revenue streams in all aspects of fundraising
- Proven success in creating a clear development strategy with key measures/milestones and communicating it effectively, leading a team to make it a reality
- Previous record of building stewardship and donor relations approach, systems, and processes that deepen current donor relationships and support the development and mobilization of a robust pipeline of new and appropriate prospects
- A collaborative team-player that has the ability to cultivate strategic partnerships with senior managers and community partners, leveraging programming to generate gift opportunities.
- Results-oriented, ensures data analytics and prospect management systems, database and processes are realized to their full potential to drive revenue expansion by developing and deepening relationships with prospective and existing donors, tracking and reporting on progress
- Have a deep knowledge of multi-channel fundraising communications and integrated marketing strategies and best practices with strong writing skills
- Strong management experience, with the ability to mentor, coach and supervise development professionals

 milesnadaljcc

 750 Spadina Ave., Toronto, Ontario M5S2J2

 416.924.6211

 www.mnjcc.org

The Miles Nadal JCC is an accessible, inclusive and positive space.

Charitable #140344243RR0001



- Knowledge of donor management or CRM databases, and Microsoft Office, including Microsoft Teams, is preferred.
- Demonstrated passion for working in the charitable sector
- Reputation for transparency, integrity, and commitment and has values that are well aligned with those of the MNjcc.
- Candidates must be able to legally work in Canada.
- Please note that full vaccination against COVID-19 (or valid accommodation) is currently required to work in person at the MNjcc at this time.

### Salary and Benefits:

- This is an 18-month parental leave contract.
- Salary range is: \$85,000 - \$90,000
- Hybrid work negotiable
- An attractive benefit and vacation package that includes medical/dental, FREE MNjcc Fitness Centre membership, and program discounts.
- Anticipated start date in January 2024, with the possibility of onboarding/orientation in December 2023.

### How to apply:

- Email resume and cover letter to Prachi Khatri at [prachik@mnjcc.org](mailto:prachik@mnjcc.org) by November 6 with the subject: “Application: Director of Development”.
- Please note that while we appreciate everyone who applies, we are only able to respond to applicants moving to the next stage of the recruitment process and interviews may begin before the deadline.

### Alternate Formats and Accommodation:

The Miles Nadal JCC values and models inclusivity, collaboration, and physical and mental wellness, and fosters the growth and development of staff. We encourage applications from individuals who demonstrate a commitment to upholding the values of equity, diversity, accessibility, and inclusion and will contribute to our inclusive environment. You can learn more about our commitments here: <https://www.mnjcc.org/learn-about-the-j>.

The MNjcc welcomes and encourages applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, LGBTQ2S+ persons, people of any and no faith, and others who reflect the diversity of our community, our city, and our country.

### Alternate Formats and Accommodation for Individuals with Disabilities:

The MNjcc is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and aims to ensure that dignity, integration, and equality of opportunity are embedded in all aspects of our organization's culture.



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In accordance with the AODA, accommodation will be provided throughout the recruitment process to applicants with disabilities. Our human resources department will work with you to arrange reasonable and appropriate accommodation. Please contact Prachi Khatri at (416) 924-6211 x6404; [prachik@mnjcc.org](mailto:prachik@mnjcc.org); or in person by appointment.

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