Bennett Village
Bennett Centre Long Term Care
The Gallery Active Living

We are looking for a full-time

Director of Development

(Annual Compensation range: $90,000 - $120,000 commensurate with experience)

We are seeking a highly skilled, well organized and experienced Director of Development who is enthusiastic, and committed to excellence. The successful candidate will play a critical role in the strategic growth and development of Bennett Village, work closely with and report to the Chief Executive Officer and collaborate with the Marketing Co-ordinator, our Capital Campaign Team and our volunteers. This position will be responsible for developing and executing comprehensive fundraising initiatives and cultivating strong relationships with donors and community stakeholders, including government officials, business leaders and healthcare partners. The Director of Development will also oversee all gift administration, ensuring accuracy in processes and procedures and data integrity.

We understand the importance of work-life balance and recognize that different employees have unique needs and preferences. As such, this position offers flexible work arrangements.

Who Are We?

Bennett Village, nestled in the heart of Halton Hills, is more than just a retirement and long-term care facility; it's a vibrant, welcoming organization where seniors thrive. At Bennett Village, we foster a warm, supportive environment where every team member is valued and respected. Here, you'll find a strong sense of community and camaraderie among staff, residents, and their families. Our commitment to excellence is reflected in our CARF (Commission on Accreditation of Rehabilitation Facilities) designation, which sets us apart as a provider of top-tier care and services. This prestigious accreditation underscores our unwavering dedication to upholding the highest standards of quality and professionalism.

Joining our team means being part of an organization recognized for its excellence in senior care.

Who are you?

- You are a creative, considerate, and collaborative fundraiser with a passion for driving results.
- You have a demonstrated track record in developing and implementing successful fundraising strategies and campaigns to meet financial goals.
- You are known for building and nurturing relationships with donors, sponsors, volunteers, board members and other stakeholders with the ability to articulate compelling messages that resonate.

- You thrive in a fast-paced environment and possess excellent project management and organizational skills, with a demonstrated ability to manage multiple portfolios in a timely and efficient manner.
- You are a subject matter expert who prioritizes the latest fundraising trends and innovative practices.
- You are solution-oriented and proactive and demonstrate initiative.
- You have excellent analytical skills with the ability to analyze data, assess challenges and risks, and provide solutions and identify opportunities.
- You are self-directed and can work independently and as part of a team.

What you will do:

- Develop and execute comprehensive fundraising strategies to identify and cultivate individuals, foundations, corporate relationships, and grant opportunities.
- Build capacity and mobilize groups of volunteers and staff with ongoing fundraising projects.
- Manage fundraising and direct marketing initiatives for the capital and annual campaigns.
- Manage the Fundraising Campaign team, providing training and strategic direction while ensuring consistent implementation of policies, procedures, and legislative requirements.
- Develop key donor and community supporter relationships through employing excellence in issues management, support and stewardship, leading to renewed and increased giving.
- Serve as an effective communicator, representing Bennett Village at community events and public speaking engagements and making presentations to potential donors and internal stakeholders, involving the Chief Executive Officer at strategic times.
- Provide strategic direction in the development and implementation of targeted direct response marketing campaigns, promote monthly giving, and track and report program results.
- Work with the Chief Executive Officer to establish an annual fundraising budget and monitor performance to ensure the achievement of targeted returns on investment.
- Ensure regular monthly donor management, investigating and responding to issues, requests to cancel, etc., in a prompt and timely manner.
- Maintain monthly donor trackers and database notes on donor communication.
- Manage and oversee all gift processing administration. Manage annual receipting of monthly donors.

- Regularly monitor revenue targets and goals. Interpret data and analyze results regularly, providing analytics and insights to build a foundational understanding of the donor database.
- Produce ongoing reporting and metrics for the Executive Director and the Board of Directors.

Other Responsibilities

- Manage occasional Bennett Village events in collaboration with the Capital Campaign Committee and Marketing Co-ordinator.
- Demonstrated grant writing skills
- Support reconciliation activities with the Finance Department and analyze and resolve variances.
- Manage and track the status of all grant applications and deadlines, following up as necessary.

Requirements:

- Bachelor's degree in a relevant field (such as non-profit management, business administration, communications, or marketing).
- A minimum of 5-7 years of progressive experience in fundraising, development, philanthropy, or related fields.
- Proven track record of success in securing major gifts, grants, sponsorships and donations from diverse funding sources.
- Demonstrated management experience in leadership or management roles, including supervising and mentoring staff, managing budgets, and leading fundraising campaigns and strategic initiatives.
- Experience working in the non-profit sector, within healthcare organizations or Long-Term Care facilities, is highly desirable.
- Excellent time management skills and the ability to meet competing deadlines in an organized manner are essential.
- Strong understanding of donor database management and gift processing.
- Proficiency in Microsoft Office Suite and some experience with Donor Perfect or similar fundraising software.
- Excellent verbal and written communication skills.
- Detail-oriented, with strong organizational, analytical, and planning skills.
- A demonstrated ability to exercise discretion and good judgment, take initiative and respect the confidentiality of sensitive information and materials.
- Team player who interacts with staff and external stakeholders in a respectful and professional manner.

- A current police vulnerable sector screening (VSS) and proof of vaccination are required. All employees must also complete a two-step TB test before joining the organization.

How to Apply:

Please address your application to Tracey Wellon, Executive Assistant and send a cover letter, detailed resume, and references in confidence, to twellon@haltonhealthcare.com by **May 30, 2025**. Applications are considered as they are received.

Please refer to "Director of Development & Marketing" in the subject line.

The Interview Process

The interview process may occur remotely and/or in person. Please notify us if you require accommodation at any time during the recruitment process.

Location:

Bennett Village is in Halton Hills, Ontario.

Diversity, Equity, and Inclusion Statement

Bennett Village is an equal opportunity employer, and we seek applicants who will strengthen our commitment to diversity, equity, and inclusion.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.