



Catholic
Children's Aid
FOUNDATION

Position Brief

Director of Development





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FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Catholic Children's Aid Foundation. For more information about this opportunity, please contact Meredith Roberts, Senior Consultant at KCI Search + Talent via email at CCAFDoD@kcitalent.com.

Please send your resume and letter of interest to the email address listed above by **May 8, 2026**.

We will be reviewing applications and interviewing candidates as submissions are received; early applications are encouraged.

The salary range for this position is \$120,000 - \$140,000 plus comprehensive benefits.

Catholic Children's Aid Foundation is an equal opportunity employer that is committed to inclusion and diversity. We are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require any accommodations, please notify the Search Consultant.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes or assess candidates in this search.



DIRECTOR OF DEVELOPMENT

THE OPPORTUNITY

The Catholic Children's Aid Foundation (CCAF) is seeking a strategic and inspiring fundraiser to join our team as **Director of Development** to reenergize our community of supporters, and help advance our vision that every child receives the intellectual, emotional, spiritual, and financial support needed to discover their unique gifts and fulfill their potential.

This is an exciting time to join CCAF as we enter a period of renewal, growth, and increased impact. The Director will play a key role in shaping and accelerating this progress, developing and refining strategies aligned with the organization's recently launched five-year fundraising plan. Building on strong momentum reflected in successful annual campaigns, increasing donor engagement, and a growing pipeline of major gift prospects, the Director will deepen donor relationships and introduce innovative approaches to help sustain and elevate CCAF's mission in the years ahead.

Reporting to the Executive Director, the Director of Development will serve as a member of the Senior Leadership Team and lead a comprehensive fundraising program, including direct response campaigns, tribute, monthly, and employee giving, corporate giving and foundation grants, and major and legacy gifts, while elevating donor engagement and stewardship. The Director will also supervise and support the Development Officer, providing coaching and mentorship to foster growth.

CCAF is a faith-based charity that is aligned with the values of the Catholic Church. Our faith-based approach guides the way we serve our community, with a focus on love, hope, and making a positive impact on those in need.

CCAF provides a flexible hybrid work environment, blending remote work with three in-office days each week at the Foundation's office located at 2206 Eglinton Avenue East in Scarborough, Ontario.

ABOUT CATHOLIC CHILDREN'S AID FOUNDATION

WHO WE ARE: OUR STORY

Our story as fundraisers, grant providers, and champions of positive change

We are a registered charity partnered with the Catholic Children's Aid Society of Toronto (CCAS), dedicated to raising funds to support their transformative work. We provide short-term financial support to address immediate needs, as well as longer-term funding for programs that strengthen outcomes and experiences for children, youth, and families involved in the child welfare system.

CCAS workers emphasize that, without the Foundation, many children and youth would lack the resources to lead a normal life. Our heart-in-hand logo symbolizes our commitment to caring for and supporting children in need.



Fundraising for kids in Canada's most established Catholic Children's Aid Society

The CCAS was established in 1894 after the Ontario government introduced an act and funding for Children's Aid Societies, authorizing them to apprehend children who were neglected or without parents or guardians.

When Catholic children placed in non-Catholic homes endured attempts to convert them to other religions, it sparked a movement to form a Society to meet the unique needs of the Catholic population.

On October 22, 1894, the St. Vincent de Paul Society of Toronto was incorporated under the stewardship of the Most Reverend John Walsh, Archbishop of Toronto. Today, the CCAS and CCAF continue to uphold the Vincentian values of compassion, humility and generosity.

Our charitable work originated through Hope for Children, a former department of the CCAS. As our philanthropic efforts evolved, we created a separate entity and identity for the Foundation.





Our Vision

We protect children and strengthen family life.

We're striving for a Catholic community, so every child is supported intellectually, emotionally, spiritually and financially to discover their gifts and realize their potential.

Our Mission

We raise and grant funds that help improve individual lives and outcomes for everyone served by the Catholic Children's Aid Society of Toronto.

Our Values

Our core values are rooted in our history as a children's aid society of St. Vincent de Paul, the patron saint of charitable societies.

Compassion: We are passionate and motivated to do whatever it takes to help people in need.

Humility: Our work is not about us. Everything we do is designed to benefit others.

Generosity: We provide financial support with a generosity of spirit that reflects the values of the Catholic faith.

WHAT WE DO

Services for Children, Youth and Families

We are a private charitable foundation that supports the Catholic Children's Aid Society of Toronto (CCAS).

Our funding supports over **1,500** children and youth served by CCAS, helping them achieve stability, well-being, and long-term success.

The Catholic Children's Aid Society of Toronto (CCAS) delivers child protection, family support, foster care, and adoption services across Toronto, ensuring the safety and well-being of children and families. These core services are primarily funded through government support.

The Foundation complements this work by funding supports and opportunities that address critical gaps—providing what is not covered through public funding and helping children, youth, and families move beyond basic care toward stability, connection, and long-term success.

1. Immediate Needs & Stability

We fund urgent and essential needs that impact a child or family's safety, stability, and well-being. These supports help stabilize situations before they escalate.

This work focuses on providing:

- Food, clothing, and basic necessities
- Housing-related costs, including rent and emergency support
- Health and safety-related expenses not otherwise covered
- Essential items for infants and young children

Key programs include:

- **Emergency Grants Fund** – Provides rapid financial support for urgent needs such as rent, groceries, and medical expenses, helping families maintain stability during times of crisis
- **Gift Card Program** – Enables families to access essential goods based on their immediate needs
- **Sweet Dreams Program** – Funds cribs, beds, and safe sleep materials, ensuring infants and young children have safe sleeping environments
- **Housing Support Fund** – Supports youth transitioning out of care with housing and basic setup, helping them establish stable living conditions

2. Driving Innovation and Better Outcomes

We fund multi-year initiatives to address the root causes of challenges faced by children, youth, and families involved in the child welfare system. While immediate supports provide stability, these longer-term programs are focused on strengthening outcomes, breaking cycles, and ensuring youth are better prepared for independence.

This work focuses on:

- Initiatives that support more coordinated and responsive care
- Programs that enhance how services are experienced within CCAS
- Supports that prepare youth for independence
- Efforts that improve how needs are identified and addressed

Key programs include:



HARP Program (Holistic Assessment and Response Pathways) – Supports coordinated assessment and connects children and families to appropriate services through partnerships with community organizations such as TAIBU, Strides, and FoodShare, enabling earlier identification of needs and reducing deeper involvement in the child welfare system

Access & Family Support – Supports children and youth in maintaining and strengthening relationships with their families through access and visitation, with

the goal of supporting safe and appropriate reunification and more stable long-term outcomes.

Youth Readiness Program – A growing initiative focused on life skills development and mentorship for youth leaving care, supporting their transition to independence and long-term stability.

3. Education and Enrichment Opportunities

We fund opportunities that support development, confidence, and long-term success. This ensures children and youth have access to experiences and pathways that build skills and a sense of belonging.



This work focuses on:

- Post-secondary education and training
- Skills development and career readiness
- Recreational and enrichment activities
- Experiences that build confidence and independence

Key programs include:

- **Scholarship Program** – Supports youth pursuing college, university, and skilled trades
- **Camps 4 Kids** – Provides access to camp experiences that support development and belonging
- **Recreation and Enrichment Initiative** – Funds participation in sports, arts, and extracurricular activities

4. Faith, Identity and Belonging

We fund supports that nurture the spiritual well-being and identity of children, youth, and families, recognizing the importance of faith, culture, and community in overall development.

This work focuses on:

- Participation in faith-based milestones
- Access to spiritually and culturally meaningful experiences
- Opportunities for connection to identity and community

Key programs include:

- **Trinity Fund** – Supports sacramental and spiritual needs, including baptisms, First Communion and Confirmation.
- **Faith-Based Experiences** – Has supported participation in experiences such as World Youth Day and Jubilee Year pilgrimages.

5. Community and Seasonal Support

We fund programs that provide support during key times of need and create opportunities for community involvement.

This work focuses on providing:

- Seasonal supports for families facing increased financial pressure
- Programs that provide gifts, food, and essential items
- Opportunities that help children and youth maintain important relationships

Key programs include:

- **Adopt-a-Family Program** – Connects donors with families to provide personalized holiday support during the Christmas season
- **Christmas Programs** – Provides food, gifts, and essentials during the Christmas season
- **Friends & Loved Ones Program** – Supports connection between children, youth, and important people in their lives

ADDITIONAL INFORMATION

- [Catholic Children's Aid Foundation Website](#)
- [Who We Are \(Our Story\)](#)
- [What We Do](#)
- [2025–2026 Impact Report](#)
- [Inspiring Stories](#)
- [Ways to Give](#)

BOARD OF DIRECTORS

- **Tony Cocuzzo** - Chair
- **Peter Brennan** - Treasurer
- **Tara Tinmouth** - Secretary
- **Nicole Bonnie** - Board Member
- **Kathleen O'Brien** - Board Member
- **Geoffrey Grayhurst** - Board Member
- **John Voutsinos** - Board Member
- **Teresa Palandara** - Board Member
- **Cameron Murphy** - Board Member
- **Mario Calla** - Board Member

THE FOUNDATION TEAM

- **James K. Gilligan**, Executive Director
- **Steven Dos Santos**, Comptroller
- **Marichelle Lumingkit**, Executive Assistant
- **Jewel Silveira**, Marketing Coordinator

KEY AREAS OF RESPONSIBILITY

Planning, Strategy, and Leadership

- Work closely with the Executive Director, serving as a fundraising strategist and an operational leader.
- Collaborate with the Executive Director to develop short and long-range fundraising strategies including the creation, monitoring, and evaluation of the Foundation's multi-year development plans and targets in alignment with organizational priorities and needs.
- Participate as a member of the Senior Leadership Team, and engage regularly with the Board of Directors, and other staff to ensure a solid understanding of current and future needs, and that staff are informed and appropriately engaged in fundraising activities.
- Represent Catholic Children's Aid Foundation in the community, at events, and with partners in a manner that supports increased awareness and connection.
- Develop relationships with Society and Foundation staff to support a culture of philanthropy throughout Catholic Children's Aid.
- Supervise and mentor the Development Officer, fostering a collaborative environment. Support their professional growth and conduct annual performance reviews.
- Provide leadership to the Foundation staff team in the planning and direction of all fundraising programs.
- Identify, analyze, and implement new innovative fundraising opportunities.

Fundraising

- Advance the current annual giving program (~\$100,000) with a focus on retention and growth within the individual donor stream.
- Develop and maintain a portfolio of high-value prospect donors to achieve fundraising goals.
- Establish acknowledgement, recognition and stewardship strategies to ensure donors are properly and equitably acknowledged and appropriately recognized and stewarded for their current and future gifts.
- Provide strategic input and oversight in the design and planning of a structured planned giving program that focuses on bequests for future investment.
- Ensure and support recruitment and engagement of volunteers for community-based fundraising.
- Work collaboratively with Marketing and Communications to develop and deliver regular, effective donor communications that demonstrate impact, ensure appropriate recognition, and inspire giving.
- Identify and evaluate new revenue channels and emerging technologies with potential to grow revenue, increase efficiency and reengage donors.
- Maintain knowledge of best practices and trends around philanthropy.

Financial and Data Management

- Collaborate with the finance department to reconcile donor contributions, monitor revenue streams, and prepare accurate financial statements and reports.
- Strengthen fundraising processes, policies, and activities ensuring adherence to regulatory requirements.
- Work collaboratively with the Executive Director and Comptroller to ensure all business, fiduciary and legal responsibilities pertaining to fundraising are met, and provide regular reports confirming these requirements to the Board of Directors.
- Responsible for ensuring the accuracy and confidentiality of donor information.
- Provide oversight and support for the distribution of tax receipts and corresponding acknowledgement letters on an ongoing basis.

QUALIFICATIONS & COMPETENCIES

- Progressive fundraising experience in a charitable organization with a demonstrated record of achieving financial and business goals.
- Demonstrated experience building fundraising strategies and plans that leverage entrepreneurial creativity and support revenue growth.
- Ability to analyze fundraising challenges, identify growth opportunities and develop innovative solutions to achieve objectives.
- Experience managing or supporting a comprehensive donor-centered fundraising program encompassing annual, major and legacy giving.
- Skilled in building lasting relationships with donors, volunteers, and internal teams to foster a culture of philanthropy.
- Experience working with Board members and/or other senior volunteers in a fundraising capacity.
- Skills in prospect development, management, and stewardship.
- Experience developing budgets and tracking and reporting against goals.
- Technological fluency, including data systems and CRMs with experience using reporting applications and dashboards.
- Exceptional interpersonal and relationship-building abilities.
- Comfortable with ambiguity and with the ability to drive and manage change.
- Strong relationship-building skills with the ability to build partnerships and consensus with diverse groups of donors, senior volunteers, and committees.
- Highly developed interpersonal, verbal, and written communication skills, with the ability to communicate effectively and foster relationships with diverse audiences.
- Excellent problem-solving, research, and analytical skills, with a drive to exceed expectations.
- Ability to exercise tact and diplomacy and maintain confidentiality.
- Commitment to uphold professional standards and ethics, knowledgeable of fundraising trends, Canadian charity, and related tax implications and CRA regulations.
- Demonstrated proficiency in Raiser's Edge NXT or similar CRM.

LEADERSHIP BIOGRAPHY



James K. Gilligan, Executive Director

Jim is the Executive Director of the Catholic Children's Aid Foundation (CCAF). In this role, he is responsible for all executive and operational activities of the organization and reports to its Board of Directors.

The CCAF was formed in 2020 and is strategically aligned with the Catholic Children's Aid Society of Toronto (CCAS), the primary beneficiary of its programs and grants. Jim's current focus is centered on organizational development, including the establishment of a robust fundraising operation and a best-in-

class granting capability.

Among Jim's previous roles was his leadership of Blue Cross Life Insurance Company of Canada as its President and CEO. In this role, Jim oversaw the production and distribution of life and disability income products in a strategic arrangement with the Canadian Blue Cross health plans.

Prior to this, Jim was the first marketing leader for the newly merged PWC which arose from the legacy firms of Coopers & Lybrand and Price Waterhouse. In this role, Jim was responsible for all national marketing and communication activities, including media relations, internal/external communications, and brand management.

Earlier in his career, Jim was transferred to the Toronto office of PWC Corporation to establish and grow its Canadian marketing function. Later, Jim was general manager of the firm's corporate relocation division, PHH Homequity. He began his corporate career in the International Finance Division of the Du Pont Company in Wilmington, Delaware.

Jim was born and raised in Philadelphia and received a B.S. in Economics from Villanova University and an MBA from the University of North Carolina at Chapel Hill. He also served as a Supply Corps Officer in the U.S. Navy for five years.