



Director of Development

POSITION BRIEF



TABLE OF CONTENTS

The Opportunity	2
About Hotel Dieu Shaver	3
About Hotel Dieu Shaver Foundation	4
Additional Information Board of Directors	6
Key Areas of Responsibility	6
Qualifications and Key Competencies	7
Biography	8
Organizational Chart	9

FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Hotel Dieu Shaver Foundation (HDSF). For more information about this opportunity, please contact Meredith Roberts, Senior Consultant, KCI Search + Talent by email at: HDSF@kcitalent.com.

Interested candidates should send their resume and letter of interest to the email address listed above by **August 16, 2026**. All inquiries and applications will be held in strict confidence.

While Hotel Dieu Shaver Foundation maintains an in-person work environment, this role requires regular travel in support of its fundraising mandate. The Director of Development will have flexibility to manage their schedule, which is expected to include approximately 30-40% of the work week travelling throughout Niagara and the Greater Toronto and Hamilton Area for donor visits, stakeholder meetings, networking opportunities, and Foundation events.

At HDSF we believe that our differences enable us to be a better team – one that makes informed decisions, drives innovation, and delivers the best care for our patients. We are dedicated to fostering a positive culture where individuals of all backgrounds and identities feel empowered, respected and included. HDSF values equity and an inclusive culture and is committed to attracting and retaining a diverse team where everyone is welcome

Accommodations for job applicants with disabilities are available on request throughout the recruitment process.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes nor assess candidates in this search.



Director of Development

THE OPPORTUNITY

As part of an exciting new chapter of growth, Hotel Dieu Shaver Foundation (HDSF) is seeking a strategic, dynamic, and experienced fundraiser to serve as our inaugural Director of Development. This newly created role will play a pivotal part in advancing the Foundation's ambitious vision and fundraising priorities, including a transformative \$40 million capital campaign designed to address the growing and evolving healthcare needs of communities across the Niagara Region. As the fundraising partner for Niagara's only rehabilitation hospital, HDSF plays a critical role in supporting patient care, equipment, education, and specialized programs that enable patients to recover, regain independence, and improve their quality of life.

Reporting to the Executive Director, the Director of Development is responsible for advancing the Foundation's major gift and planned giving strategies while serving as a key contributor to the capital campaign for a new Inpatient Hospital. Working in close partnership with the Executive Director, campaign volunteers, donors, and organizational leadership, the Director will help develop and execute the campaign strategy, cultivate transformational philanthropic relationships, and foster a strong culture of philanthropy throughout the organization.

This position will focus on expanding philanthropy at the \$25,000+ level by securing transformational gifts and growing the Foundation's major gift revenue stream in support of leading-edge programs and strategic priorities. As a newly established role, the Director of Development will initially operate as a senior individual contributor, leading donor engagement, cultivation, solicitation, and stewardship efforts while building the structure, strategy, and systems required to support long-term growth. Over time, the role will evolve to include leadership and mentorship of a small team of development professionals.

The ideal candidate is entrepreneurial, collaborative, and results oriented. The new Director will thrive in dynamic environments, enjoy building systems and processes from the ground up, and be energized by the opportunity to help shape a growing development program, playing a leadership role in a transformational capital campaign.

This is a full-time permanent, in-office position based in St. Catharines, Ontario. The salary range is \$95,000 to \$115,000 with an industry leading pension plan (HOOPP), and comprehensive benefits package.

ABOUT HOTEL DIEU SHAVER

As the only rehabilitation hospital in Niagara, Hotel Dieu Shaver Health and Rehabilitation Centre is a specialty hospital that excels in providing rehabilitation and complex care to thousands of patients across the Niagara Region.

Hotel Dieu Hospital began in 1944 when Senator J. Joseph Bench, a prominent St. Catharines Lawyer, Dean Michael Cullinane, pastor of St. Catherine of Alexandria Church, and Toronto's Archbishop James Cardinal McGuigan pursued the opportunity to establish a Catholic acute care hospital in St. Catharines in an effort to provide adequate health care along with the already existing St. Catharines General Hospital. Due to its good reputation and excellent credentials, the Kingston based Religious Hospitallers of St. Joseph (RHSJ) were invited to help plan and build the new hospital.



Throughout the years, the hospital expanded to provide necessary healthcare programs such as kidney dialysis centre, an eye clinic in 1974 and oncology clinic in 1985.

Our operating name changed in 2005 when Hotel Dieu Hospital took over the governance and management of the Shaver Hospital as a result of new directions for health care restructuring by the Ministry of Health and Long-Term Care.

At Hotel Dieu Shaver Health and Rehabilitation Centre, we work closely with our healthcare and community partners to ensure high quality, timely access to care, and to make systematic improvements that will benefit those in need of care.

Mission: Hotel Dieu Shaver is a community of holistic and compassionate care for all those who seek our service and for those who serve. As a Roman Catholic facility, grounded in God's love, we provide the resources and care to enable people to reach their optimal level of health and well-being.

Vision: Inspiring Hope. Renewing Lives. Visionaries in Rehabilitation and Compassionate Care.

Values:

- **Spirituality** | We contribute to the spiritual and emotional well-being of each person by respecting their human dignity in a healing environment.
- **Professionalism** | We use our special knowledge and expertise to provide compassionate service at the highest possible standard.
- **Innovation** | We empower our staff to embrace new ideas and processes that create improvements in what we do.
- **Responsible Stewardship** | We respond to community needs by balancing human needs with financial resources.
- **Integrity** | We are consistent, honest, and respectful in all we do.
- **Teamwork** | We commit to work with clients, families and each other to achieve our mission.

ABOUT HOTEL DIEU SHAVER FOUNDATION

Hotel Dieu Shaver Health and Rehabilitation Foundation raises and manages funds for patient-care equipment, education, specialty clinics, and improvements to treatment areas to support exemplary patient care at Hotel Dieu Shaver.

Donors play an important role in the health care provided in our communities. The HDS Foundation relies on the generosity of the community to help meet the needs of patients at Hotel Dieu Shaver since funding from the government does not support the purchase of capital equipment.

Mission: Hotel Dieu Shaver Foundation effectively raises and stewards funds to support Niagara's only rehabilitation and complex care hospital.

Vision: To be recognized as a fundraising leader in Niagara supporting the growing needs of Hotel Dieu Shaver Hospital.

Values: Committed to ethical fundraising, exemplary stewardship and accountability to our donors and the community.

- Professionalism
- Compassion
- Partnership
- Integrity
- Fiduciary Responsibility



Building a New Hotel Dieu Shaver

At Hotel Dieu Shaver, our mission has always been to restore health, rebuild lives, and renew hope. For nearly a century, our teams have provided rehabilitation care in the same facility originally built in 1930.



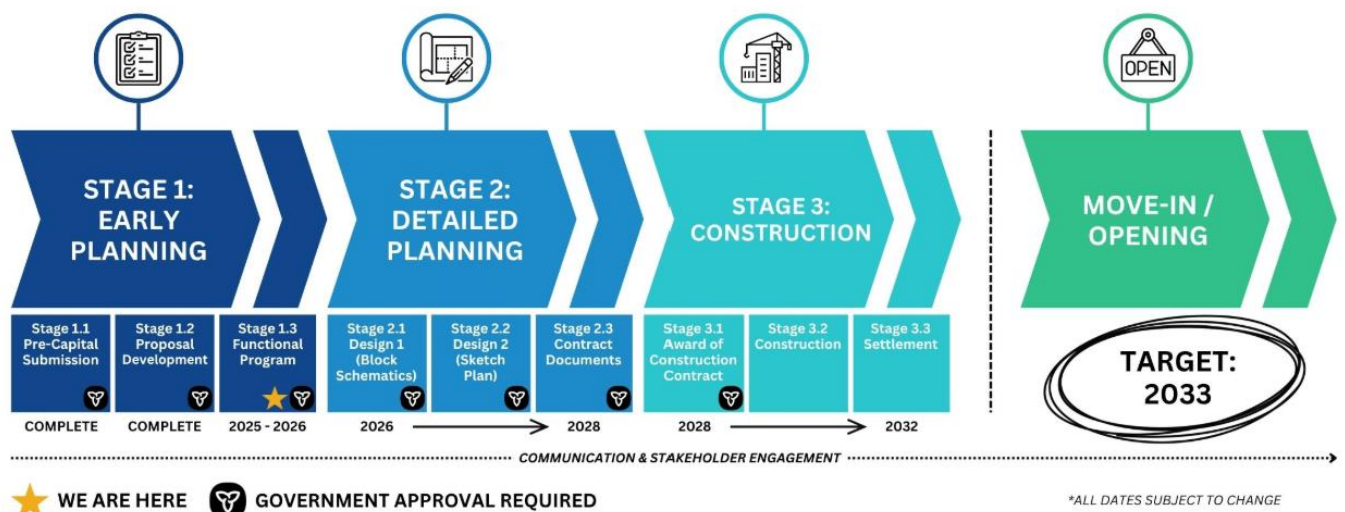
Now, we are embarking on the most transformational project in our history: building a new hospital, three times the size of our current inpatient facility.

The new Hotel Dieu Shaver will ensure that patients across Niagara have timely access to the rehabilitation, complex care, and recovery services they need; close to home and surrounded by family.

This project is about more than bricks and mortar. It's about building the future of rehabilitation and complex care in Niagara.

- Niagara has one of the fastest-aging populations in Ontario.
- Our current inpatient facility was built in 1930 and has long outgrown demand.
- Hotel Dieu Shaver consistently achieves 99%+ patient satisfaction, showing the care is exceptional, but the space must now match the quality of that care.

PROJECT TIMELINE*



ADDITIONAL INFORMATION

[Hotel Dieu Shaver Foundation website](#)

[Hotel Dieu Shaver website](#)

[Foundation's Board of Directors](#)

[Fall 2025 Foundation Focus](#)

[2024-2025 Donor Impact Report](#)

[2025 – 2030 Hospital Strategic Plan](#)

[Expansion Project](#)

[Ways to Give](#)

[Events](#)

[News](#)

BOARD OF DIRECTORS

- Marty Hatfield, Chair
- Erin Mitchell, Vice Chair
- Aurora Di Fruscia, Treasurer
- Dr. Rick McMillan, Secretary
- Rick Mauro, Past Chair
- Gita Clarkson
- Amy Cook
- Tim Denis
- Leanne McClay
- Tom Nitsopoulos
- Nicolette Novak
- Faye Perkins
- Mario Prudente
- Jeff Reuter

KEY AREAS OF RESPONSIBILITY

Planning, Strategy, and Leadership

- Work closely with the Executive Director, serving as a fundraising strategist and an operational leader.
- Partner with the Executive Director to design and implement a comprehensive capital campaign plan.
- Develop and enhance strategies for the Campaign and Major Gift Program including implementation of consultant (KCI) recommendations.
- Coordinate and support campaign meetings, volunteer activities, and fundraising strategy sessions.
- Partner with hospital and foundation leadership to align campaign priorities, funding objectives, and donor engagement activities.
- Collaborate with the Executive Director to establish short-and long-term fundraising strategies, operational plans, budgets, and performance targets that align with organizational priorities.
- Lead major gift strategy in support of campaign goals, including prospect identification, cultivation, and solicitation.
- Develop campaign materials such as the case for support, gift charts, and donor strategies.
- Provide leadership, training, and support to senior leadership, campaign cabinet members, and volunteers who serve as partners in campaign activities.
- Monitor campaign progress and adjust strategies to achieve targets.
- Collaborate on the preparation of campaign communications, including proposals, gift agreements, partnership agreements, and stewardship materials.
- Represent Hotel Dieu Shaver Foundation in the community, at events, and with partners in a manner that supports increased awareness and connection.
- Identify, analyze, and implement new innovative fundraising opportunities.

Major Gifts and Planned Giving

- Manage and grow a portfolio of major and planned giving donors and prospects (\$25,000+).
- Develop and execute personalized cultivation, solicitation, and stewardship plans.
- Collaborate with volunteers and organizational leaders to develop customized donor engagement and solicitation plans.
- Personally solicit significant gifts and support leadership and volunteers in closing gifts.
- Prepare strategies and fundraising materials to support clinicians, staff and volunteers in fundraising as required.
- Build a strong pipeline through proactive prospecting and relationship development.
- Ensure exceptional donor experiences through thoughtful engagement and recognition.
- Align donor interests with funding priorities and opportunities.
- Support development of donor recognition strategies tied to campaign initiatives.
- Present confidently to donors, stakeholders, and community groups.
- Support storytelling and impact reporting to enhance donor engagement.

Operations and Administration

- Build leadership capacity to effectively guide, coach, and mentor a growing development team, including the planned addition of up to two Development Officers in 2027/2028.
- Track campaign activity, revenue, and prospect movement against established campaign goals and benchmarks.
- Ensure campaign data, prospect strategies, donor records, and fundraising forecasts are current and support informed decision-making.
- In future, set and review individual and team goals, developing plans to ensure success and conducting annual job performance reviews.
- Establish clear goals, metrics, and best practices for fundraising performance.
- Ensure accurate tracking of donor activity in Raiser's Edge/NXT.
- Monitor and report on fundraising performance and campaign progress.
- Participate in budget planning for the Campaign and the Major Gifts Program.
- Ensure compliance with ethical fundraising standards and regulations.
- Foster a collaborative, accountable, and donor-centered team culture.

QUALIFICATIONS AND KEY COMPETENCIES

- Progressive experience in major gift fundraising with demonstrated success closing major gifts at five and six-figure commitments.
- Strong understanding of major and planned giving strategies.
- Experience working with senior volunteers, boards, physicians, executives and community leaders in a fundraising capacity.
- Demonstrated initiative, enthusiasm and a tenacity in achieving revenue targets.
- Exceptional communication, relationship-building, and presentation skills.
- Experience managing or mentoring staff (or readiness to step into leadership).

- Strong strategic thinking and project management skills.
- High level of professionalism, discretion, and ethical practice.
- Comfortable networking, attending events, and connecting with hospital staff.
- Proficiency in Microsoft Office and donor databases (Raiser's Edge/NXT preferred).
- Self-motivated with ability to work independently and collaboratively.
- University or college degree in a related field is an asset.
- Valid Ontario Driver's License and access to a vehicle.
- Flexibility to work some weekends and evenings required.
- CFRE designation is an asset.
- Experience with major comprehensive campaigns is an asset.

BIOGRAPHY



Kristina Manzi
Executive Director

Kristina is an accomplished healthcare fundraising leader with nearly 20 years of experience advancing philanthropy in support of exceptional patient care. She began her fundraising career at the St. Catharines General Hospital Foundation in event planning and, following the amalgamation of local hospitals, progressed to the role of Director of Marketing & Events at Niagara Health Foundation.

In 2018, Kristina joined the Hotel Dieu Shaver Foundation as a Development Officer, where she focused on fundraising and community giving. Through her ability to build meaningful relationships and inspire generosity, she cultivated strong partnerships with donors, volunteers, and community organizations while furthering the Foundation's mission. In 2024, she was appointed Executive Director of the Foundation.

Over the course of her career, Kristina has held a wide range of leadership roles spanning events, marketing, operations, strategic planning, and development. She is passionate about connecting people to purpose and is deeply committed to supporting the evolving needs of Hotel Dieu Shaver and the patients and families it serves.

Kristina is especially energized by the Foundation's transformational campaign to build a new hospital for Hotel Dieu Shaver. She is proud to help shape the future of care in the Niagara region and is excited to work alongside dedicated team members who share a commitment to making a lasting impact for generations to come.

ORGANIZATIONAL CHART



ORGANIZATIONAL CHART 2026 - 2027

