FACS NIAGARA | Family and Children's Services
Les Services à la famille et à l'enfance de Niagara

SUPPORTING | STRENGTHENING | PROTECTING • *SOUTENIR | RENFORCER | PROTÉGER*

Job Posting

DIRECTOR OF PHILANTHROPY AND DEVELOPMENT

Employer: **Family and Children's Services Niagara**
Location: **St. Catharines**
Type: **Regular Full-Time**

Posting Date: **September 17, 2026**
Closing Date: **October 23, 2026 at 4:30 p.m.**
Posting Location: **External – N72/26**

WHO WE ARE

Family and Children's Services has been making a positive difference in the lives of children, youth, and families in Niagara for more than a century. As a multiservice agency providing child welfare services, fostering and adoption, counselling, and childcare, the team at FACS Niagara works to keep children safe and families strong.

POSITION SUMMARY

Reporting to the Senior Director of Communications and Community Engagement, the Director of Philanthropy and Development plays a critical role in leading fundraising activities for the Foundation. This role utilizes a high degree of strategic, creative, and relationship-driven fundraising skills to shape donor-centered programs, expand community support, and show donors the meaningful difference their generosity makes.

MAIN DUTIES AND RESPONSIBILITIES

Enhance the fundraising success of the FACS Niagara Foundation

- Lead the development and execution of fundraising strategies that deliver exceptional donor experiences, grow unrestricted revenue, and support the Foundation's long-term fundraising goals
- Collaborate with FACS Niagara leaders to identify priority needs and develop plans for resourcing
- Build meaningful relationships with donors and prospective donors through authentic, personalized engagement that builds trust and long-term commitment to the mission of FACS and the Foundation
- Expand the major gift and legacy donor pipeline through prospect identification, community networking, and relationship building
- Prepare compelling proposals, impact reports, correspondence, and other communications that clearly articulate funding opportunities and the potential impact on the lives of children, youth, and families in Niagara
- Leverage data analytics to inform strategy and maximize donor acquisition, engagement, retention, and pipeline development

Grant Leadership

- Establish internal processes to track grants, deadlines, reporting obligations, and key performance indicators
- Build and maintain strong relationships with institutional funders through proactive stewardship
- Write, submit and manage compelling grant proposals
- Support and coach internal partners on the development of grant proposals and applications
- Oversee grant administration processes, including agreements, reporting, deliverables, and compliance with funder requirements

Foundation Events

- Support the development and execution of meaningful donor engagements, including the annual gala, recognition events, and community fundraising events
- Lead the development and solicitation of sponsorship asks, engaging members of the Board, the CEO, Director, and colleagues as appropriate
- Apply a strategic and donor centric lens to ensure events and activities reflect donor interests, demonstrate impact, and deepen relationships
- Work collaboratively with the Communications and Community Engagement team to ensure events and activities have the required resources to be successful

Board Engagement

- Collaborate with board members to identify prospects and engage potential donors, provide meaningful stewardship, and increase giving to the Foundation
- Provide leadership and guidance in the development of Foundation policies and procedures
- Report to Foundation Board on the status of fundraising activities
- Assist with the recruitment and onboarding of Foundation board members

Marketing and Communications

- In collaboration with the Director of Communications, develop, execute, and monitor an integrated marketing and communications plan to support Foundation goals
- Actively participate in public speaking and community functions to strategically grow public awareness and public engagement
- Leverage technology including website, social media, and other online resources

Other Related Activities

- Ensures own and department staff expenditures adhere to FACS policies
- Maintains accurate records, files and forms as required for the Ministry and FACS
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes

- Participates in mandatory learning/education to maintain and update skills and knowledge as required
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Upholds confidentiality and sensitive information policies at all times
- Performs other duties as required

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS, ATTRIBUTES

Qualifications

- University degree or college diploma in fundraising, communications, business marketing or a related field
- Minimum five years of progressive experience in fundraising, philanthropy, or revenue development
- CFRE would be an asset
- Demonstrated ability to comply with fundraising best practices including all ethical guidelines and principles outlined by the Canada Revenue Agency, Association of Fundraising Professionals, and Imagine Canada
- Demonstrated success in securing major gifts, grants, and/or legacy gifts
- Advanced writing, communications, and presentation skills
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required

General Skills and Attributes

- Personal integrity and responsibility and a commitment to the goals of the Foundation and Family & Children's Service Niagara including embedding anti-oppressive practice into all aspects of the work
- Demonstrated ability to use MS Office applications
- Excellent grammatical, spelling, and proof-reading skills along with demonstrated written communication skills
- Proficient interpersonal skills and the ability to establish and maintain collaborative working relationships.
- Demonstrated ability to function independently and organize work activities to meet assigned responsibilities and deadlines with detail and in the presence of frequent interruptions
- Solid understanding and commitment to quality service and customer service excellence
- Ability to maintain a high degree of confidentiality, act with integrity and trustworthiness
- Ability to work with and meet tight timelines
- Ability to communicate in French or another language is an asset

EFFORTS AND WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment
- Intermediate periods of sitting and computer/phone use

- Occasional lifting of boxes up to 20lbs
- Fast-paced, high-volume work environment with recurrent deadlines and frequent interruptions
- Occasional travel to FACS sites or within the region
- Occasional requirements to work evening and/or weekend hours

Please apply with your cover letter and resume by October 23, 2026, at 4:30 p.m., to humanresources@facsniagara.on.ca

Applications will be reviewed on an ongoing basis throughout the posting period. Early submission is recommended. We thank all applicants however only those considered for an interview will be contacted. Please only apply for this position if you plan on accepting upon an offer. If you are the successful candidate, you must indicate your acceptance when the position is offered.

This job posting is to fill a new vacancy.

Family and Children's Services Niagara is an equal opportunity employer committed to inclusive barrier free recruitment and selection processes and work environments. We welcome candidates from racialized groups, First Nation Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.