

BACKGROUND

The Duke of Edinburgh's Award is an international youth self-development and leadership program available to young people across BC & Yukon ages 14-24, regardless of background, circumstances or abilities. Our mission is to provide youth with meaningful opportunities to challenge themselves and develop into the best possible versions of themselves. The Award has a proven record of accomplishment in helping young people develop the confidence, self-esteem, and skills to thrive and transition successfully into adulthood. Established in 1956, The Award is active in over 140 countries around the world, and has become a global standard of excellence in youth achievement. The BC & Yukon Division of The Award in Canada has more than doubled its youth participation in the past three years, and is the second largest Division in the country, serving over 12,500 youth. The Division office is based in Victoria, BC. For more information about the Award, please visit www.dukeofed.org/bc

ROLES & RESPONSIBILITIES

The Director of Philanthropy is a new position within our organization, providing a powerful platform for the successful candidate to build a comprehensive and innovative philanthropy program based on their experience and best practices.

Reporting directly to the Executive Director, and working with the Division office team and the Board Fundraising Committee, the role of the Director of Philanthropy is to develop, establish, and carry out an effective multi-year fundraising program to support the on-going program, projects and activities of the organization.

The Director of Philanthropy position is an opportunity for a fundraising professional looking to expand and develop their career in a successful professionally managed and governed non-profit organization. The Executive Director is a seasoned fundraising professional and the Board of Directors has an active Fundraising Committee.

The Director of Philanthropy position is based out of the Division office in Victoria, BC and will include major donor engagement and travel in Vancouver and the Lower Mainland.

The multi-year fundraising strategy will include, but not be limited to:

- Prospect development (Foundations, Corporations, Individuals),
- Major donor recruitment,
- Corporate fundraising program, including employer gift matching,
- Legacy program development and implementation,
- Alumni fundraising program and implementation,
- Direct-donor campaigns,
- Event opportunities,
- Donor and prospect communications with an emphasis on a narrative philanthropy approach,
- Donor recognition program,
- Relationship stewardship,
- Donor Database software implementation, and
- Continued support for our emerging, organization-wide culture of philanthropy.

Specific responsibilities of the position will include, but not be limited to:

1. Develop and successfully carry out the Fundraising Strategy, working closely with the Division Team and the Fundraising & Marketing Committee,
2. Identify, and build relationships with, potential donors,
3. Familiar with the CRA guidelines regarding tax advantages for different types of contributions by potential donors,
4. Secure commitments of donation and/or participation from individuals and corporate donors,
5. Support the successful completion of an existing donor campaign ending in December 2017.
6. Ensure donors are thanked in a timely and meaningful manner,
7. Compile and develop materials to submit to granting or other funding organizations,
8. Prepare or assist with preparation of communications materials to aid in securing major gifts and support donor engagement.
9. Recruit sponsors, participants, and/or volunteers for fundraising events,
10. Ensure preparation of materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags,
11. Establish fundraising and/or participation goals for special events and specified time-periods,

12. Develop and maintain media contact lists,
13. Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships,
14. Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs,
15. Work closely with ED, Staff, and Board Fundraising Committee to identify income-generating opportunities,
16. Create an annual work plan and development budget aligned with the Fundraising Strategy,
17. Support the ED's development of annual organizational budgets and annual organizational work plan that align with the Fundraising Strategy and organizational Strategic Plan,
18. Monitor and regularly report to the ED and Fundraising Committee on the progress of fundraising drives,
19. Monitor budgets, expense reports, or other financial data related to the new Development program,
20. Support, encourage, and cheerlead our organizational culture of philanthropy.

QUALIFICATIONS & EXPERIENCE

The ideal candidate is a career focused individual with high personal standards of integrity.

A minimum of 3 - 6 years' experience in the fundraising arena is desired, particularly in the areas of successful major donor recruitment and retention, corporate and foundation relationship building, successful donor campaigns, events, strategic planning, and fundraising program development.

They will have a post-secondary degree, preferably in marketing, communications, business, and/or finance, and relevant professional training in fundraising.

Ideally, they will hold membership in a professional association related to fundraising and development.

Database experience with a fundraising CRM tool is an asset.

Familiarity and experience with The Duke of Edinburgh's International Award is an asset.

KEY SKILLS

- Passion and commitment for our mission.
- Team player with a strong work ethic.
- Strategic big-picture thinker, with the ability to recognize and plan for details.
- Superb communication skills, both written and verbal.
- Stellar sales and negotiation abilities, tempered with diplomacy.
- Outstanding organizational skills.
- Creative solution-focused thinking, resourceful and entrepreneurial.
- Professional, friendly, approachable, and curious.
- IT skills and comfortable working in the e-verse.
- Initiative and carry-through.
- Discrete and confidential.
- Committed to continued professional growth and development.

REMUNERATION

A competitive salary plus benefits commensurate with experience. Travel expenses are also covered.

APPLICATION PROCESS

Applications are due no later than **Wednesday March 29th at 4pm.**

Please submit via email both your cover letter and resume in **one** PDF document titled with your last name and the position. In the subject line of your email please state the Director of Philanthropy position.

Submit applications to Sushil Saini, Executive Director at ssaini@dukeofed.org

Director of Philanthropy Position Description

Interviews will be held in mid-April with the position starting in early May 2017. Only those chosen for interview will be contacted, although we thank of all you who have taken the time to apply.

The Duke of Edinburgh's International Award, BC & Yukon Division encourages diversity and accessibility in the workplace and we encourage candidates form diverse groups to apply.