



Respect Compassion Integrity Commitment Collaboration Excellence

Director, Fund Development

Victoria Hospice Society

At Victoria Hospice, our mission is to enhance the quality of life for those facing life-limiting illness, death and bereavement through patient and family centered care, education, research and advocacy.

Description:

We're seeking a strategic and compassionate Director of Fund Development to join the dedicated team at Victoria Hospice. In this key leadership role, you will drive a comprehensive fundraising program that supports exceptional end-of-life care, education, and bereavement services in our community.

With a deeply committed donor base and a meaningful mission, you'll build strong relationships, lead integrated fundraising initiatives, and foster a culture of philanthropy across the organization. Reporting to the Chief Executive Officer (CEO), you'll lead a talented team and collaborate closely with staff, board members, and community partners to deliver impactful results.

This is a unique opportunity for a passionate leader who is motivated by purpose, collaboration, and the chance to make a lasting difference.

Reporting to and under the direction of the CEO, the Director of Fund Development is responsible for developing, implementing and evaluating comprehensive fundraising plans and strategies that are consistent with Victoria Hospice Society's (VHS) vision, mission, and values. These initiatives foster new and existing relationships to build visibility, impact, and financial resources for the organization.

This position ensures coordination and execution of development activities with a donor-centric approach to build and maintain long-term relationships that result in maximizing resource generation while establishing and advancing a culture of philanthropy.

The Director of Fund Development leads a team of fundraising professionals and effectively liaises with all departments within the Society to determine funding goals and strategies while proficiently managing all details associated with fundraising and engagement. The Director embodies the values of Victoria Hospice and serves as an organizational spokesperson within the community.

What you'll do:

Leadership

- Lead ongoing planning for the Fund Development portfolio to ensure fully integrated, high quality, and cost-effective service is provided that is consistent with evidence-based best practices.
- Participate as a member of the Leadership Team, in discussion of society-wide issues and initiatives and provide feedback on focus areas.
- Evaluate performance of program area against operational and strategic plans, developing strategies and solutions to address deficits.
- Develop and recommend operating budget for services within the portfolio.

- Implement, manage and assume responsibility for approved portfolio operating budgets taking corrective actions as necessary.
- Develop and maintain a recruitment, retention, and succession planning strategy for the department, in collaboration with HR.
- Provide input into the development and application of VH policies, standards, goals, and objectives.
- Develop and maintain strong working relationships across the organization.
- Support effective change management and readiness strategies necessary to implement effective changes across organization.
- Ensure Fund Development practices meet accreditation standards.
- Provide leadership to Fund Development staff and support training and development opportunities.
- Participate in personnel management, including recruitment, onboarding, performance management, leave management, and employment transitions.

Fund Development Strategy

- In partnership with the CEO, develop the long-range fundraising strategy based on Victoria Hospice's strategic plan, goals and mission.
- Develop specific objectives, benchmarks, and timelines for all fundraising programs.
- Participate in the preparation and reporting of the revenue planning budget in partnership with the CEO.
- Engage with staff, volunteers, and board members to build and enhance a culture of philanthropy.
- Identify opportunities to build and maintain strong donor relationships.

Program Development and Fundraising

- Oversee all activities and deliverables of the fundraising plan, including strategic development, implementation, evaluation and oversight.
- Provide guidance, support and oversight to a team of fundraising professionals in the areas of major gifts, grants and foundations, service clubs and corporate giving, donor relations and stewardship, annual and monthly giving, events, and planned and legacy giving.
- Coordinate with the Director of Finance to ensure proper accounting and financial report systems.
- Cultivate, solicit, and steward a portfolio of major donors and foundations.
- Identify and build relationships with potential donors and the community to secure philanthropic commitments and increase support and awareness for the organization.
- Provide strategic direction for proposals, cases for support, appeals, newsletters, advertisements and other fundraising material.
- Engage in public relations activities to promote fundraising and special fundraising activities.
- Work closely with the Marketing and Communications team to create and plan for content that is consistent with the VHS mission and values in regards to fundraising initiatives.
- Partner with Volunteer Services to support the coordination and operation of events as needed.
- Lead with a high degree of integrity and foster strong relationships with internal and external relations to maintain Victoria Hospice's excellent reputation.

Other Duties

- As assigned

What you'll bring:

- Completion of a Bachelor's degree or equivalent training and experience
- 7+ years of senior fundraising experience
- Experience leading and managing a team
- Demonstrated success with comprehensive fundraising programs including soliciting and stewarding major donors
- Proficiency in Microsoft Office Suite and CRM fundraising software
- CFRE designation and member of AFP an asset

What we're looking for:

- Extensive knowledge of fundraising principles and techniques
- Knowledge of planned giving vehicles and CRA guidelines and regulations
- Excellent communication skills, including presentation, negotiation and interpersonal skills
- Demonstrated experience in providing leadership and building relationships
- Ability to work with a high degree of confidentiality
- Ability to leverage resources and maintain relationships with a track record of working collaboratively
- Ability to leverage data and analytics for strategic decision making and planning purposes
- Strong organizational skills and attention to detail
- A solid understanding of current trends in philanthropy and best practices in the charitable sector
- Ability to work flexible hours when required with some local travel

Additional Details:

This is a permanent, full-time position of 37.5 hours per week (1.0 FTE) Monday to Friday. Some evening or weekend hours may be required.

The salary range is \$94,556 -130,015, with 4 weeks paid vacation, as well as a defined benefit and pension plan.

This is an on-site position with the option to work from home on occasion.

Application process:

Please submit a cover letter with your resume to Careers@victoriahospice.org

This position will be open until filled.