



## **Job Posting: Director, Development, Canadian Resource Centre for Victims of Crime**

### **Our Organization**

The Canadian Resource Centre for Victims of Crime (CRCVC) is a not-for-profit charitable organization whose mission is to provide support and guidance to crime victims and their families in order to assist them in obtaining needed services and resources. Equally, we work to advance victims' rights in Canada by presenting the interests and perspectives of victims of crime to government, at all levels. Striving to foster heightened public awareness of victims' issues, we also conduct research in the field of victimology and promote exchanges between criminal justice and victim services professionals at the local, provincial and national level.

### **Position Overview**

Working both in office and remotely, this flexible, part-time position will be responsible for revenue development from various stakeholders including individuals, corporations and foundations. The Director, Development will work closely with the Executive Director and Board of Directors to develop a strong case for support, a strategic fundraising plan and build relationships that move the mission of the CRCVC forward.

The Director, Development will maintain existing and build new donor relationships through effective communications, fundraising and stewardship strategies with the overall goal to inspire donors into sustainable giving through shared values and goals.

Responsibilities include: preparing grant applications from foundations, corporations and government sources; developing and cultivating relationships with business leaders and solidifying relationships with civic, provincial and federal government funding representatives. The Director, Development will use metrics to evaluate fundraising activities, in addition to maintaining a donor database. The position will include the following revenue streams in a fundraising and stewardship plan to raise funds for the CRCVC: grants, corporate partnerships, annual giving, monthly giving, major gifts and legacy giving

### **Position: Director, Development**

**Reports to:** Interim Executive Director / Board of Directors

**Hours and Location:** Part-time (24 hours a week), Ottawa (ability to work from home some days)

**Salary:** \$45,000-56,000 per year plus benefits, commensurate upon experience

**Scope of Role:**

- *Oversee all development programs for the CRCVC*
- *Develop and implement a fundraising and stewardship plan*
- *Build and maintain strong relationships with donors*
- *Achieve a high level of collaboration to support all development streams including annual fund, monthly giving, major gifts, legacy giving, national corporate partnerships and grants*
- *Awareness of CRCVC through social media platforms to raise awareness and revenue*
- *Apply metrics to fundraising plan including measuring reactivation, retention and attrition for example*
- *Maintain an in-depth understanding of all new and on-going programs in order to speak knowledgeably and enthusiastically about the work of the CRCVC*
- *Employ a professional and collaborative approach to growing strong working relationships with donors and stakeholders*
- *Other duties as assigned*

**Candidate Qualifications:**

- Fundraising professional with minimum 3-5 years of experience across a range of portfolios with experience in a large, complex not-for-profit organization.
- Proven track record of successful relationship management and meeting or exceeding fundraising targets; CFRE preferred
- Proven experience with grant applications
- Compelling communicator, applying excellent written and oral communication skills to synthesize complex information into a strong case for support and fundraising appeals
- Excellent social skills and comfort with public speaking
- Strong skills with a donor database and office software
- Energetic, positive, outgoing, self-directed, detail-oriented, passionate, collaborative; an out-of-the-box thinker willing to go the extra mile to achieve highest-possible results
- Very comfortable to work very independently.
- Skilled relationship manager, able to interact with donors, build relationships, and maintain a high level of confidentiality

**Work Environment:**

The CRCVC office is a comfortable working environment located in the downtown core. The organization's activities and programs offer exciting changes to work routine throughout the year. This ongoing position will be flexible with some requirements to meet the project-based timelines. This part-time position will include both in-office and remote work. In addition, some evenings and/or weekends may be required.

- Creative and flexible work environment
- Great work life balance
- Small, highly collaborative team
- Professional development allowance annually
- Central downtown location near transit

**Please Note:** All candidates must successfully complete a Criminal Records check and a Vulnerable Sector check prior to commencing employment at the Canadian Resource Centre for Victims of Crime.

**Posting Closes:** October 11, 2019

*Interested parties please contact via email at [crcvc@crcvc.ca](mailto:crcvc@crcvc.ca)*

***Please Note: Only applicants selected for interview will be contacted. Thank you for your interest.***