



DIRECTOR, FOUNDATION

JOB PURPOSE

The Director, Foundation works closely with a team of staff to lead and oversee the operational, budget, logistical planning, and delivery of all fundraising objectives for the Paralympic Foundation of Canada (PFC). The outcomes of this work will help provide the financial resources to support the CPC Strategy to become a world-leading Paralympic nation by 2022.

Reporting to the Executive Director, Partnerships, the successful candidate will have proven and extensive leadership experience, a proven track record executing successful fundraising initiatives in a broad variety of revenue channels including Online, Major Gifts and Legacy donation programs. The Director will be the primary contact and support for the Paralympic Foundation of Canada volunteer board.

Type: Full-time
Reports: Executive Director, Partnerships
Location: Ottawa

Primary Responsibilities:

- Lead the Foundation's strategic plan in collaboration with the Executive Director, Partnerships
- Lead and manage the PFC staff to execute all key fundraising initiatives (major gift fundraising campaign, special events, annual campaigns, donor stewardship and corporate partner cause marketing programs)
- Supervise the development of the Foundation team by providing guidance, training and coaching of staff
- Monitor and leverage trends in sport and other non-profit communities in the development of fundraising opportunities and tools (mobile, social media, multi-channel, etc.)
- Develop and integrate all fundraising channels into a cohesive and seamless donor appeal framework
- Lead, monitor and report on the performance of fundraising activities, including budget, cost per dollar raised and ROI
- Work closely with the Board chair, schedule and support Board meetings and



- work with the leadership volunteers to expand as necessary
- Oversee the Board and future Board development

Qualifications

Education

- Minimum of a Bachelor of Business Administration with a focus in marketing or Sport Administration/Marketing Degree or a Bachelor of Philanthropy
- A Master's Degree in Sport Management or MBA or Certified Fund Raising Executive (CFRE) certification is considered an asset

Knowledge and Skills

- Strong working knowledge of modern and progressive fundraising techniques, donation administration and management
- Experience and proven track record with the successful implementation of a major gifts program/campaign
- Demonstrated experience in leading a team of individuals
- Demonstrated experience working and managing a volunteer board of directors
- Strong knowledge in the concepts, practice and delivery of fundraising program development and activation, including best practices in the use of digital media and other tools/approaches (e.g. social media, events, etc.)
- Knowledge of major and planned giving concepts and approaches to donor cultivation, stewardship and marketing
- Exceptional networking, relationship management, listening and negotiating skills with the ability to build trust and elicit confidence from prospects, donors, corporate representatives, staff, and senior level volunteers
- Strong business writing, presentation, verbal communication and selling skills, preferably in both official languages
- Ability to develop new relationships and cultivate existing ones in developing new prospects
- Ability to operate with sensitivity and confidentiality
- Ability to achieve work objectives within a changing and busy environment

Experience

- Eight or more years' experience working in the field of Fundraising
- Experience in a leadership role
- Solid understanding of fundraising
- Strong event planning experience in complex environments
- Experience selecting and managing volunteers and full-time and contract staff
- Experience establishing and managing operational plans and budgets
- Experience working in a national context and with other cultures



- Experience managing change using innovative ideas and processes
- Experience as a Paralympian is considered as an asset

Personal Characteristics

- Methodical and organized, able to manage different projects at the same time
- Flexibility to work well with a wide range of people from different parts of the business and with various background
- Strong interpersonal skills
- Good analytical skills
- Results-oriented
- Strategic
- Systematic and organized
- Cooperative, team player, collaborative, and able to inspire others
- Active Listener: understands requirements before leaping to action

Values

- Exemplifies our organizational values of:
 - Excellence
 - Integrity
 - Focus
 - Team

Working Conditions

- Work is primarily in an office environment
- Overnight travel and off-site work required (e.g. Games, Events, etc.)
- Will be required to work evenings and weekends during busy periods, including Games and other special events

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

CPC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.