

Director of Fundraising – Job Description

Job Purpose:

As a member of the volunteer Board of Directors, the Director of Fundraising oversees the strategic planning and timely execution of Youville Centre's fundraising strategy.

In addition to the responsibilities of the Director role, Youville Centre encourages its Board of Directors to become a part of the Youville community and the circle of support we provide for our young mothers – Board members are encouraged to attend events at Youville Centre and engage with our staff and students (for example, Holiday Luncheon, Lunch and Learn sessions for our students, etc.)

Time Commitment:

A minimum of 6-10 hours per month, including attendance at Board meetings.

Key Activities and Deliverables:

1. In the first twelve months in the role:
 - a. work with the Board, Executive Director and Youville's Communications and Community Development Officer to develop a fundraising strategy incorporating various non-event based activities: planned giving, campaigns, etc.
 - b. develop and lead a Fundraising Committee to assist with the strategic planning and implementation of such plan.
2. Chair the Fundraising Committee of the Board.
3. Lead the Board's strategic planning for fundraising.
4. Provide leadership to Board members, volunteers and staff to deliver on fundraising programs.
5. Attend and provide status reports at monthly Board meetings.

Skills and Knowledge:

- Fundraising experience
- Ability to complete projects on time and within budget constraints
- Strong organizational skills and high level of attention to detail
- Highly effective facilitation skills within small or large group settings
- Ability to successfully collaborate within team and throughout organization to bring together desired results
- Interest in being an engaged and active participant in the Board and the life of Youville Centre

Please contact mwallace@perlaw.ca with any questions. If you are interested in applying for this role, please submit cover letter and cv on or before Monday, March 23rd, 2015 to mwallace@perlaw.ca.