



Position Title: Director of Development

Position Type: Full-Time

Reports to: President

Experience: 8+ years

The Director of Development is responsible for planning, organizing, and directing all of Yee Hong Community Wellness Foundation's fundraising, including the major gifts program, annual fund, planned giving, fundraising events and capital campaign. The Director will work closely with the President and the Board of Directors in all development and fundraising endeavours.

Responsibilities:

- Oversee the Foundation's fundraising events, campaigns and programs
- Research, identify and meet prospective donors and sponsors, implement strategies to foster positive relationships
- Grow major gifts program including identification, cultivation and solicitation of major donors
- Oversee grant seeking opportunities including research, proposal writing and reporting requirements
- Direct and oversee the Capital Campaigns and other major fundraising initiatives
- Oversee creation of publications including annual reports, newsletters, e-blasts and other marketing materials
- Create reports post-event to analyze data and determine the effectiveness for various fundraising efforts
- Monitor trends in the community and adapt fundraising strategies as necessary
- Monitor expenses and analyze budget reports – recommend changes as necessary
- Build and foster an understanding in the dynamics of the organization with community stakeholders

Qualifications

- Bachelor's degree required
- Minimum eight years' experience in fundraising, public relations/marketing and management
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies
- Experience in donor cultivation, grant writing, contracts management and special events
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture
- Strong written and verbal communication skills
- Strong interpersonal, supervision, administration and management skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Proficiency in Microsoft Office programs
- Familiarity with Raisers' Edge, an asset
- Valid driver's license and access to a vehicle

Yee Hong Community Wellness Foundation

The Yee Hong Community Wellness Foundation is the fundraising, communications and public relations arm of the Yee Hong community.

Our office is located at 60 Scottfield Drive, Scarborough. We thank all interested applicants however only those selected for interview will be contacted. Please submit your resume and cover letter to the Foundation at foundation@yeehong.com, by October 16, 2020.

