THE UNITED CHURCH DOWNTOWN MISSION OF WINDSOR INC.

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***www.downtownmission.com***

Registered Canadian Charitable Organization No. 11926 0420 RP0001

**Director of Development**

**Downtown Mission**

**Posting: September 5th to September 12th.**

***Reply to: Attention Downtown Mission***

***Executive Director (Address above) or***

***Email: careers@downtownmission.com***

**The Opportunity**

We are seeking a Director of Development to provide vision, strategic leadership and execution of current and future fundraising efforts of the Downtown Mission. Reporting to the Executive Director, the Director of Development will serve on the senior management team and work closely with groups of internal and external community volunteers on events and donor relations, fundraising projects and campaigns in support of the work of the Downtown Mission.

About the United Church Canada Downtown Mission Windsor Inc.

The Mission, founded in 1972, is a registered charity, working towards assisting guests struggling with issues related to extreme poverty. Christian based, deep rooted in faith we are funded by the community and work hard to help all in need. For a full description see our website [www.downtownmission.com](http://www.downtownmission.com). We currently have an operational budget of $3.5 Million obtained via multiple platforms including monthly donors, radio and newspaper advertising, Television ads and direct mail.

**The Ideal Candidate**

A self-directed self-starter, the successful candidate will eagerly undertake the challenge of establishing, building and shaping the development efforts of the Mission. A remarkably collaborative and supportive team player, the new Director of Development will actively participate as a member of the team here at the Downtown Mission.

The ideal candidate will be a dynamic, results-oriented individual, who will identify and direct effective fundraising strategies to drive positive outcomes and surpass goals while building bridges with all our key partners and valued donors. A skilled and experienced development professional with demonstrated success in the cultivation and solicitation of major gifts, the successful candidate will also offer a broad knowledge of annual and monthly giving programs as well as constituent relations, and communications. The Director will be skilled in grant and business case writing, and have a proven track record of both.

The Director of Development will have the necessary vision, enthusiasm and energy to execute successful fundraising initiatives.

A true multitasker who is confident in decision making, the ideal candidate will enjoy the latitude and autonomy of leading a small, integrated Development department. The new incumbent will coordinate fundraising, donor relations and volunteer management efforts with members of Downtown Mission team.

A polished, diplomatic individual with strong interpersonal skills, the ideal candidate will be socially comfortable in actively stimulating contacts and authentically interacting with diverse communities of individuals to raise awareness, build the Mission profile, and foster the goodwill already built in the community. Ultimately, the successful candidate will help the Mission continue to build additional solid connections and opportunities for engagement with the Windsor/Essex community.

An above-average communicator (verbal and writing skills), the Director of Development will communicate clearly and will compellingly tell the Downtown Mission stories to potential supporters. The incumbent’s effective communication style will help to inspire and motivate volunteers, donors, staff and all community stakeholders.

In addition to an understanding and appreciation of the Downtown Mission’s faith based traditions, the ideal candidate will have a demonstrated interested in, link with or knowledge of the unique challenges facing the poor and marginalized in our community, as well as the socio-economic challenges of Windsor-Essex.

Periodic travel is required for this role and thus a driver’s license and use of a vehicle is required as well comfort in flying, and the ability to be away from the area for up to one week. Candidates are also expected to possess a degree/diploma in business, or other related field, or equivalent work experience of at least three years.

**Key Responsibilities & Accountabilities**

The Director of Development will have oversight for the planning, execution, and success of the development program which will include: fundraising and donor stewardship, donor relations and volunteerism.

Leadership & Management

* Contribute to the management team of the Downtown Mission by serving as a member of the senior management team, providing strategic advice in and contributing to projects and initiatives beyond development.
* Work closely with the various departments of the Mission to gain their insight, input, involvement and support of development activities, and collaborate closely with members of the Mission team.
* Work closely with Executive Director on internal and external communications related to the Downtown Mission.
* Inspire, mentor and manage a Data Entry/Fundraising Assistant, Receptionist and Development Officer.
* Work closely with the finance department to ensure continued accountability
* Serve as the chief fundraising professional for the Mission.
* Develop appropriate goals and strategies for fundraising, including major gifts, annual planned giving initiatives; devise, implement and manage programs for the identification, evaluation and effective solicitation of donors at all levels.
* Lead and manage campaign initiatives, including volunteer recruitment & support, prospect identification and management, adherence to timelines, and the creation of compelling communications materials.
* Identify, develop and sustain relationships with constituents who have the capacity to make contributions to the Downtown Mission, including volunteer and specialized contributions of specific talents.
* Build, sustain and steward philanthropic relationships with a portfolio of monthly donors, major gifts and planned giving prospects.
* Ensure a coordinated approach to thanking all of our donors and community partners at every level.
* Other duties as assigned.

The United Church Canada Downtown Mission of Windsor Inc. is a living wage supporter offering equal opportunity for all, we subscribe to the highest standard of moral and ethical character, and we expect those on our team to do the same.

Only applicants chosen for an interview will be contacted, thanks in advance to all who apply.