



CANADIAN ASSOCIATION
FOR COMMUNITY LIVING

ASSOCIATION CANADIENNE POUR
L'INTÉGRATION COMMUNAUTAIRE

Diversity includes. On se ressemble.

The Canadian Association for Community Living (CACL) is the national movement supporting the voice of people with intellectual disabilities and their families for inclusion. CACL leads the way in helping Canadians build an inclusive Canada by strengthening families, defending rights, and transforming communities into places where everyone can belong. Founded in 1958, CACL is a national federation of over 40,000 individual members, 400 local associations, and 13 Provincial/Territorial Associations for Community Living.

CACL is currently recruiting for a **Senior Development Officer – contract position** (6-month fixed term contract with the possibility of extension). This is an excellent opportunity to build awareness and support for a national organizational leading a social change movement. Reporting to the Director of Policy and Program Operations and working closely with the CACL Foundation, the Senior Development Officer will implement and manage a range of development programs including regular and special campaigns, donor stewardship program, membership program, and community relations outreach. This position is based out of our Toronto, ON office.

Responsibilities:

- Implement CACL's annual development strategy, including achieving targets and key performance indicators across four main fund development programs (Regular Gifts, Special Gifts, Planned Gifts, and Stewardship)
- Identify target audiences and build appropriate marketing and monitoring strategies to successfully recruit, retain and steward donors
- Develop briefing materials, cases for support, proposals, presentations, gift agreements, and fundraising campaign materials, among other supporting documents
- Working in collaboration with senior staff, lead the development and coordination of funding proposals, including foundation and government proposals
- Act as Team Lead for CACL's Inspiring Inclusion (grassroots fundraising) initiative, including cultivation and maintenance of a team of staff and volunteers
- Coordinate logistics for Inspiring Inclusion team calls and training events, tours, and follow-up with attendees
- Manage the development database, including maintaining donor and prospect activity, tracking key dates for renewals and engagement, and implementing processes for confidentiality of donor/prospect information
- Regularly analyze trends and opportunities related to increasing donors, engagement, and fundraising opportunities, identifying issues and developing and recommending improvements
- Develop comprehensive reports on fund development activity, targets, and expenditures
- Work with CACL staff to build and execute various projects including, but not limited to, cause marketing initiatives, collateral materials, donor development strategies, sponsorship/partnership programs and other resources
- Effectively and accurately communicate and align CACL's mission, values and fundraising priorities within the interests and strategic objectives of donors, representing CACL in an ethical and confidential manner
- Serve as an enthusiastic and well-informed spokesperson for CACL and our mission

Qualifications and Experience:

The successful applicant will be an organized and motivated self-starter with demonstrated knowledge and skills in fundraising management, including:

- Post-secondary education in a discipline relevant to fund development; minimum 3 years professional experience fundraising and/or marketing in a nonprofit environment; or some

- combination thereof
- Proven track record of success building a donor base and/or fundraising in a non-capital, mission-based environment
 - Experience stewarding donor programs; demonstrated ability to engage, motivate, and leverage stakeholders both internally and externally
 - Ability to connect, build, and maintain a broad range of relationships
 - Strong writing and communication skills; demonstrated ability to develop accurate, persuasive, stylistically sound marketing content consistent with the organization's brand
 - Strong public speaking and presentation skills as well as strong interpersonal skills including a professional manner and good judgment
 - Proficiency in and experience using donor database applications and MS Office
 - Experience analyzing and reporting on fund development data, evaluating impact, and suggesting ways to adjust course to improve results
 - Demonstrated ability to assess current priorities, workload, and resources, and establish an action plan ensuring that immediate needs are met while longer-term strategies, plans and actions are developed
 - A passion for social justice and equality issues, including but not limited to the inclusion movement
 - Extensive knowledge of NGOs and particularly the disability sector an asset

Application Process

Anticipated start date: As soon as possible

Salary: \$55,000 annual

Location: Toronto, ON

Qualified applicants should forward a cover letter and resume no later than **12:00 pm EST, October 13 2017** to:

Canadian Association for Community Living

Attention: Tara Levandier, Director of Policy and Program Operations

By email: hr@cacl.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. The Canadian Association for Community Living will provide accommodation throughout the recruitment and selection process to applicants with disabilities.

CACL supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates.