

# INTERNAL/EXTERNAL POSTING

## DIRECTOR OF DEVELOPMENT Permanent Full Time (35 hours per week)

### Fund Development

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The Director of Development (DOD) is responsible for managing and implementing the Options Community Services' (OCS) new housing development plan, as well as securing necessary capital funds to support new housing development projects aligned with OCS' Housing Charter. In collaboration with the CEO and the executive team, the incumbent is responsible for the planning, execution, control and evaluation of new housing development plans and the related fundraising. The DOD contributes ideas and expertise to the development of strategies, policies and plans affecting the Society.

#### KEY DUTIES AND RESPONSIBILITIES

##### Fundraising

1. Collaborates with the Executive Director and executive team to create a fund development plan (in accordance with ethical fundraising principles), which increases revenues to support the strategic direction of the organization.
2. Plans and implements a full, sustainable development program for OCS including annual giving, major gifts, capital campaign, corporate & foundation giving, grants, and planned giving.
3. Monitors trends in the community or region and adapt fundraising strategies as necessary.
4. Remains current on all legislation and ethical practices pertaining to fundraising.
5. Interacts with and involves the Executive Director, executive team and key staff in coaching, cultivation, and solicitation activities.
6. Coordinates cultivation and recognition activities.
7. Attends relevant public and campaign events, including some evenings and weekends.

##### New Housing Development

1. Be the project manager and principal liaison between the development consultants and OCS.
2. Facilitate the completion of each project charter within the guidelines of the Housing Charter.
3. Support the New Housing Development Committee by:
  - Preparing and distributing agendas and relevant materials for meetings in consultation with the Committee Chair.
  - Take and distribute minutes of the committee meetings.
  - Facilitate the completion of a project business plan for committee and board approval.
  - Work with each development manager to prepare and submit applications for pre-development funding.
  - Attend board and other committee meetings when needed.

## Management and Administration

1. Participates in and contributes to OCS strategic and operational plan development.
2. In collaboration with the executive team, contributes to the day-to-day financial management of OCS, including preparing budgets, monitoring expenditures, receiving and collating financial reports and forecasting financial requirements of areas of direct responsibility.
3. Regularly monitors, evaluates and reports on all fundraising and housing development activities to ensure annual goals are being achieved.
4. Prepares management reports, annual agency outcomes reports and other reports as necessary.
5. Responsible for the management of the development database.
6. Attends board meetings as requested, to report to the board on society quality improvement practices and operations.
7. Develops and maintains relevant business continuity and risk management plans.
8. Recommends policy changes to the board.
9. Supervises, trains, supports and monitors direct reports and contracted employees.
10. Terminates employees in consultation with the ED and/or board and/or society lawyer.

## QUALIFICATIONS

### Education, Training, and Experience:

- Undergraduate degree in areas such as Marketing, Business Management, or related field.
- Certificate or Diploma in Fundraising Management or equivalent.
- Five years of development experience with a focus on grant writing, major gift solicitation, annual giving, and capital campaign development.
- Demonstrated success managing a recent portfolio of major individual gifts through the process of identification, cultivation, solicitation, and stewardship.
- CFRE designation is preferred. Involvement in AFP and/or CAGP is an asset.

### Job Skills and Abilities:

- Strong decision-making skills demonstrated by strategies that move the campaign forward, effective goal setting, planning and evaluation of successes and unmet targets.
- Ability to lead, coach and inspire a team of senior-level volunteers and professional staff.
- Strategic planning and implementing experience including the ability to initiate, analyze, monitor, evaluate and alter capital development plans.
- Strong donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectations of donors and prospects.
- Demonstrated record of success achieving consensus and working in partnership with groups of diverse personalities such as business leaders, managers and staff, board members, donors, volunteers and clients.
- Computer literacy with an emphasis on word processing, spreadsheets, donor tracking databases and social media.
- Knowledge of the nonprofit sector and ideally social and supportive housing services.
- Genuine understanding of the role community social service organizations play in contributing to the well-being of citizens and a healthy community.
- Familiarity with various planned giving instruments (pledges, wills, trusts, residuals, annuities, etc.).
- Superior presentation and communication skills (verbal and written), coupled with well-developed active listening skills.
- Ability to make highly effective formal and informal presentations to diverse groups.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**  
Options Community Services Society is an equal opportunity employer  
committed to hiring a diverse workforce.

Posted: August 25, 2020

OCS Posting #:A21616

- Strong relationship and negotiation skills.
- Strong project planning and management skills.
- Strong ethics and integrity, along with a high level of emotional intelligence and empathy skills.
- Superior problem solving skills and ability to manage multiple deadlines and demands.
- Personal Leadership Attributes
- Models the principles of OCS Values: Helping People Help Themselves, Diversity, Integrity, Resourcefulness, Collaboration and Excellence.
- Displays a consultative leadership style, facilitating teamwork and staff development, with a desire to enrich the lives of those within the organization and for those served through OCS.
- Acts in a principled manner, adhering to standards for professional behaviour.
- Fosters trust through approachability, open dialogue, and a commitment to recognizing and supporting others in the achievement of OCS objectives.
- Commits to personal and professional growth and development.

\* An eligibility list will be maintained for up to 6 months.

**COMPENSATION:** Competitive

**BENEFITS:** Comprehensive benefit package & MPP after 3 months

**CLOSING DATE:** Resumes will be reviewed starting September 1, 2020 but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Deputy Executive Director, People and Culture  
Options Community Services Society

Email: [Recruitment@options.bc.ca](mailto:Recruitment@options.bc.ca)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21616] and outlining your qualifications and related experience for the position.**