

# Job Description – Director of Development

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**Employer name:** Inter-Cultural Association of Greater Victoria

**Job title:** Director of Development<sup>1</sup>

**Reports to:** Chief Executive Officer

**Classification** Administration Excluded

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## **Job Summary:**

ICA is growing and is looking for a Director of Development who can help ensure sustainable funding for the future. This person will play a lead role developing and implementing diverse revenue strategies including expanding ICA's individual donor support, increasing grant funding, and exploring new approaches to growing ICA's funding. This is a new position at ICA, working with our Development Coordinator, and Social Enterprise Coordinator and will involve fostering external and internal relationships; identifying new sources of support; and engaging the community to support ICA's growth.

Works with the Executive Team to develop and execute comprehensive fundraising strategies to sustain and enhance operational goals and programming while diversifying the organization's funding sources. Responsible for reporting to funders and donors on outcomes. Acts as the primary advocate for fundraising initiatives by creating cohesive fundraising plans, fostering internal relationships, and collaborating with staff on development opportunities and strategies. Ensures inclusive service to all individuals, including Black Indigenous People of Colour, LGBTQ2+, Indigenous communities, and those with diverse abilities. Reports to the Chief Executive Officer.

## **Key Duties and Responsibilities:**

- Leads the development of an integrated fundraising strategy for the organization in collaboration with the CEO, Directors and Board of Directors.
- Executes and evaluates comprehensive fundraising strategies, including engagement with public and private funders, foundations, legacy and major gifts, special appeals, and fundraising events.
- Develops and implements a strategic plan for community involvement to enhance ICA's visibility and impact and align with our mission and values.
- Strong presentation and public speaking skills
- Cultivates new and diverse funding relationship opportunities and strategically manages the portfolio of existing donors.
- Responsible for optimization and continuous improvement of fundraising systems/tools in place for adequacy/relevance.
- Oversee and track donor activity using DonorPerfect alongside Development Coordinator
- Evaluate, strengthen and develop donor-centred materials in collaboration with communication department and Development Coordinator to cultivate, acquire, and steward donors.
- Analyses fundraising data to ensure strategic targets are being met. Leads the preparation of funding applications for various services, contributes to the budgeting process, and collaborates with program managers and coordinators to support program development.
- Creates awareness of anti-oppressive and social justice issues within the organization.

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<sup>1</sup> Excluded from union membership

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- Supervises Development Coordinator and Social Enterprise Coordinator, and provides ongoing support, advice, and performance management to these roles.
- Contributes to the management team, leading agency-wide communication and development planning and implementation.
- Participates in training opportunities to remain current on issues impacting the organization’s operations and fundraising strategies.
- Ensures timely reporting on contractual agreements in collaboration with other staff members.
- Organizes, chairs, and participates in regular team and organization-wide staff meetings.
- Follow all ICA policies and administrative procedures.
- Performs other related duties as assigned.

**Qualifications:**

Education and Training:

- Certified Fund-Raising Executive (CFRE) credential preferred, or an undergraduate degree in public policy, nonprofit management, social sciences, marketing, or a related field. A combination of education, training, and experience may be considered.
- Demonstrated experience in securing major gifts, leading capital campaigns, gift planning, prospect management and donor relations.
- Demonstrated success securing donations at the major gift level and planned gifts.
- Experience with DonorPerfect, Raiser’s Edge, or another relational database is required.
- Minimum of five years of experience in fundraising with a proven track record of soliciting gifts and a commitment to ethical best practices.
- Experience writing large (\$100,000+) proposals, developing program logic models, and outcomes-based programming is an asset.
- Ability to work and communicate effectively at a senior level within social services, nonprofit, and/or multicultural environments.
- Excellent business judgment, analytical, and decision-making skills, with the ability to work independently with limited direct supervision.
- Experience working within a unionized environment is preferred.
- Indigenous cultural competencies and/or lived experience with Indigenous communities are welcomed.

Job Skills and Abilities/Standards of Measurement:

|    | <b>Job Skills and Abilities</b>   | <b>Standards of Measurement</b>  |
|----|---|--|
| 1. | Create and communicate a compelling vision for excellence of settlement integration service delivery and community development to staff, the board, and the community.  | Ensure staff understand and embrace the vision and contribute to service excellence; In collaboration with other managers, commit to continuous improvement.   |
| 2. | Demonstrate an advanced understanding of social service programming for immigrants, including knowledge of research and current trends in immigration and settlement/integration, community development and arts-based processes for immigrant integration. | Keep current on trends in immigration and settlement/integration; Read pertinent reports published by a variety of agencies and organizations, including, but not limited to, AMSSA, Metropolis, Pathways to Prosperity, and universities/research institutes. |
| 3. | Demonstrate knowledge of contract management with various funders and operations management.  | Show persuasiveness with details and facts; Challenge and debate issues of   |

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|    | <b>Job Skills and Abilities</b>  | <b>Standards of Measurement</b>   |
|----|--|---|
|    |  | importance to the organization; Look at situations from several points of view.   |
| 4. | Demonstrate excellent strategic thinking skills, with the ability to operationalize concepts and transform ideas into action, as well as apply research findings to ongoing program development; Contribute to future programming frameworks through an analysis of statistics, issues, and trends (e.g. immigration, multiculturalism, antiracism) and link these to the responsibilities, capabilities, and potential of the organization. | Research, understand and consider cultural shifts in client base; Research, understand and analyze immigration trends; Translate research, statistics, and analysis into convincing arguments for funding proposals and for continuous program improvements; Understand how changes (e.g. policies, program delivery, immigration trends) impact client groups; Plan and implement change management processes. |
| 5. | Demonstrate a passion for and commitment to improving the settlement and integration process of immigrant and refugee newcomers.   | Apply sensitivity towards the needs and abilities of diverse racial and ethnic populations and consider newcomers' backgrounds and identities in program design and evaluation/outcomes measurement.  |
| 6. | Demonstrate effective use of technology in all aspects of the job.   | Use technology effectively.   |
| 7. | Demonstrate a high level of computer proficiency and advanced understanding of data collection and analysis systems as they pertain to donor development and maintenance; Demonstrate excellent computer skills of relational databases such as DonorPerfect.  | Apply an advanced understanding of data collection systems; Provide input at the level of the management team into data collection mechanisms and optimization of existing systems; Effectively use DonorPerfect to administer ICA's giving programs; Optimize the use of DonorPerfect to stay in touch with donors; Ensures ICA membership is maintained according to ICA Bylaws and Policies.                 |
| 8. | Ability to build new and long-term relationships with prospects, donors, and senior level volunteers.  | Use excellent verbal and written communication skills to engage with different groups of persons and to convincingly communicate in a clear and concise manner ICA's mission, vision, programs, and areas of financial need to improve settlement and integration outcomes for immigrant and refugee newcomers.   |
| 9. | Apply strong oral and written communication skills that demonstrate attention to detail, knowledge of technical writing principles, and clarity of thought; Strong public speaking skills.   | Write clearly and accurately for various types of audiences: professional language suitable for funding proposals and plain language for general audiences; Convey concepts compellingly to audiences through presentations, discussions, and other means; Record, summarize and document communication with others; Write compelling proposals and reports   |

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|     | <b>Job Skills and Abilities</b>  | <b>Standards of Measurement</b>   |
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|     |  | that clearly link interventions to outcomes.  |
| 10. | Ability to think strategically and work independently in directing new initiatives or enhancing existing programs.   | Apply a clear understanding of ICA's programs and identify funding gaps in close collaboration with the Chief Executive Officer and with program area managers and coordinators; Take lead responsibility for writing funding proposals that complement existing programs; Coach program area managers and coordinators in implementing successful funding proposals, including budget tracking, and reporting back to funders. |
| 11. | Demonstrate program planning, development, and management skills in accordance with different funding programs and funders' guidelines.                                | Understand and apply the fundamentals of program development from needs assessment through to delivery, management, and evaluation; Prepare logic models and log-frame analyses in accordance with funders' requirements; Serve on proposal writing teams for major federal and provincial call for proposals and requests for proposals and make print-ready contributions to the process.                                     |
| 12. | Demonstrate leadership and support the development of leaders.   | Understand and apply the concepts of leadership and empowerment; Continually develop personal leadership qualities; Support the development of leadership qualities in others and use strategies to empower others.   |
| 13. | Practice time and resource management techniques.  | Set priorities and minimize waste of material and human resources.  |
| 14. | Demonstrate effective teamwork in a diverse team setting.  | Work collaboratively with individuals and diverse groups of people; Apply theories of group dynamics and team development.  |
| 15. | Practice effective interpersonal and intercultural communication techniques, communication, and consensus-building skills; Demonstrate conflict resolution techniques. | Identify, select, and use appropriate tools and strategies for effective interpersonal and intercultural communication; Practice organization's standards of effective written and verbal communication; Minimize conflict and resolve conflicts respectfully; apply strategies for resolving conflict.   |
| 16. | Demonstrate knowledge of terms of employment (within unionized environment), and organizational policies and procedures.   | Understand and act in accordance with terms of employment such as, for example, sick leave, training and professional development policies, harassment, and discrimination policies.  |
| 17. | Demonstrate critical thinking and problem-solving techniques.  | Understand and apply the basic principles of decision-making processes/strategies and approaches to critical analysis and   |

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|     | <b>Job Skills and Abilities</b>                   | <b>Standards of Measurement</b>   |
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|     |   | evaluation; Participate in collaborative problem solving; Clarify and assess complex situations and information; Analyze and interpret data; Exercise professional judgment; Systematically plan, implement, assess, and improve programs, services, and systems. |
| 18. | Demonstrate networking and relationship building. | Develop and maintain effective, trusting relationships internal and external to the organization.   |
| 19. | Create and maintain professional boundaries       | Apply organizational policies and guidelines related to setting and maintaining professional boundaries, in particular ICA's personnel policies dealing with conflict of interest, personal privacy, and personal security.                                       |

**Additional information:**

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours. All overtime must be approved in advance.
- Valid BC driver's license and access to a car would be an asset.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.