

Foundation for Educational  
Exchange Between Canada and  
the United States of America



Fondation pour les échanges  
éducatifs entre le Canada et  
les États-Unis d'Amérique

**Organization:** Foundation for Educational Exchange between Canada and the United States of America (aka Fulbright Canada)

**Position Title:** Director of Development

**Reports to:** Chief Executive Officer

**(CEO) Date:** May 22, 2018

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### **Mandate & Responsibilities**

Reporting to the Chief Executive Officer, the incumbent in this newly created position will be responsible for the planning, implementation, and management of the Foundation's fundraising program, with an emphasis on principal gift fundraising, the development and support of key partnerships, and the stewardship of existing donors. Moreover, this person will play a key role in supporting the CEO and the Board in the ongoing fundraising efforts of the Foundation.

To ensure the overall effectiveness of Fulbright Canada's fundraising program, the Director of Development will establish fundraising objectives, goals and administrative policies and procedures; write grant proposals; steward major donors; and monitor and evaluate the efficiency and effectiveness of these activities in the context of the overall strategy of the fundraising program. In addition, they will make recommendations to the CEO with respect to the Foundation's fundraising strategy and its implementation.

The Director of Development will be responsible for supporting the CEO in representing the mission and values of Fulbright Canada to external audiences. The incumbent must be familiar with all aspects of fundraising, sponsorship, and philanthropic partnership development and must be able to advise management, donors, corporate leaders and board members on philanthropic opportunities.

### **Organizational Structure & Candidate Profile**

Fulbright is one of the most respected programs of academic exchange and scholarship, with significant standing and considerable reach throughout the world. Fulbright Canada is an integral part of the worldwide Fulbright program, operating from its offices in Ottawa with the support of the two governments, key partners, and our cooperating agencies, who provide administrative support.

The incumbent will be a senior fundraising professional and will be expected to be comfortable with business leaders, management at other foundations, corporate donors, high net worth individuals, and senior officials in both governments.

The incumbent will work at Fulbright Canada's offices in Ottawa, reporting directly to the CEO. The successful candidate will have five years or more of experience in fundraising, ideally in the area of higher education, and be prepared to work in a small but very dynamic office. They will be expected to work closely with other staff, in pursuit of our common goals. The ideal candidate will have a graduate degree in an appropriate discipline (business, communications, public relations, journalism, etc) and/or cognate professional qualifications, have strong communications skills (both written and verbal), and be able to work in a bilingual setting.

### **Nature and Scope of the Position**

The new Director of Development is required to meet the growing need to raise funds from individuals, alumni, corporations, and foundations; and, at the same time, be able to attract special project funding that relates to special government opportunities and/or matching programs. This individual will have the ability to meet the challenge of finding external support that will have a direct and permanent impact on the future of Fulbright Canada.

The job requires that the individual raise monies and support programs that ultimately enhances the reputation and effectiveness of Fulbright Canada and does so in a way that conforms to our ethics and integrity policies and our commitment to support the very best and brightest in both countries and to grow long-term institutional partnerships between and among post-secondary institutions, other NGOs, and governments in the two countries.

More specifically, the incumbent will:

- be responsible for setting and achieving annual fundraising targets and for working with the CEO to develop a long-term strategic fundraising plan that would ensure the internal and external resources required for continued success;
- develop a strategy to engage new high capacity donors and to grow Fulbright's principal giving donor base;
- ensure annual fundraising success while developing the basis for long-term, ongoing, planned growth and transformational giving opportunities;
- support the CEO in institutional priority setting, planning and evaluation; and,
- produce annual fundraising reports and analysis for use by the CEO and board members in their decision-making.

### **Stewardship**

The incumbent is also responsible for:

- maintaining the highest level of stewardship to donors;
- answering questions and resolving issues raised by donors and Fulbright Canada staff regarding the creation and management of endowed funds and other gifts; and
- ensuring that the values and vision of Fulbright are reflected in the personal interactions with all outside donors.

### **Salary and Benefits**

At Fulbright Canada we offer our employees an attractive and competitive total compensation package. In addition to competitive pay, we provide many other benefits and programs to support an engaging and rewarding experience for our staff. Our benefits are comparable to the major employers in the Ottawa area and are viewed as both fair and generous. The salary for this position will be consistent with the successful candidate's level of education, experience, and proven record of success. And, while this is an ongoing appointment, all new employees at Fulbright Canada are initially hired on a one year probationary basis.