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The **Director of Development** will provide strategic oversight and day to day management of the fund development programs. Building an annual giving program that raises annual funds and grows a pipeline of major gift prospects will be key responsibilities. The Director will oversee the direct marketing program, including online giving, mail and e-solicitations while collaborating with key staff and volunteers to highlight the impact of donor philanthropy while deepening the engagement with the Central Okanagan Hospice Association (COHA). The Director of Development will lead the development of a comprehensive annual fund development strategy to support COHA’s strategic plan, Vision and Mission to meet the funding objectives of the Central Okanagan Hospice Association. The position is part of a dynamic team and reports directly to the Executive Director.

**Responsibilities:**

**Development strategy and annual giving**

* Develop and oversee the annual giving program to successfully identify, cultivate, solicit, and steward donors.
* Develop and oversee stewardship strategies to build donor loyalty and retention and build deeper relationships with donors across all giving levels, including public and private foundations.
* Manage a portfolio of donors, major gift prospects, and legacy gift prospects and collaborate with key volunteers and board leaders to develop strategies for tailored major gifts and legacy gifts.
* Develop and implement a fund development plan, monitor the success, and provide quarterly reports on activities, major accomplishments, and milestones.
* Meet or exceed fundraising key performance indicators and contributed income goals.

**Foundation and Corporate Relations**

* Assist in identifying and cultivating private and corporate foundations, and collaborate with grant writers in the development of grant proposals and support the final reporting requirements in collaboration with key staff members.
* Manage and maintain calendar of grant deadlines, track status of pending proposals and provide updates as required.
* Attend meetings or webinars to keep apprised of changes specifically to local opportunities.

**Special Events**

* Secure sponsorship support for special events that contribute to expanding and stewarding the donor database and raising public awareness.
* Participate at special events as required.

**Communications and Marketing**

* Support efforts to raise public awareness and influence in collaboration with the Communications and Marketing Officer, volunteers, and board leaders. Collaborate on creation of promotional materials and marketing efforts.
* Develop donor impact reports and collaborate with the Communications and Marketing Officer in the development of a case for support.

**Administration and Systems**

* Update call reports for all donor contact and collaborate with key staff on donor records in Infoanywhere, create gift reports and collaborate with Communications and Marketing Officer regarding email distribution lists and measure return.
* Support systems for receiving, recording, and acknowledging all contributions and pledges.
* Collaborate with key staff to ensure all donor lists are accurate and up to date for acknowledgements and annual reports.
* Complete matching gift forms and protocols
* Assist with the creation and review of fundraising policies and procedures.
* Maintain confidentiality of all solicitations and maintain confidentiality and privacy of donors.
* Other duties as assigned by the Executive Director.

**Inspire**

* Participate in the new volunteer training/orientation to provide an overview of role and inspire new volunteers.
* Collaborate with the Executive Director to inspire and support key volunteers and board leaders to assist in fund development objectives.

**Skills, Knowledge and Abilities**

* Enthusiasm for influencing in building a stronger community for how we care for the living, the dying, and the grieving.
* Ability to exercise good judgment in a variety of situations; able to adjust, adapt and build resiliency.
* Strong written and verbal communication, administrative and organizational skills.
* Detail-oriented with a passion for accuracy and personal sense of accountability.
* Strong ability to foster and nourish long standing relationships with donors. Feeling at ease with being one of several public-facing roles in interactions on behalf of the organization.
* Strong track record in supporting and managing fund development and donor stewardship cycles.
* Ability to show initiative and work independently as well as part of a collaborative team.
* Ability to honor confidentiality and privacy.
* Ability to work on multiple tasks simultaneously in a fast-paced environment.
* Energetic, creative and “can do” attitude.
* Willingness to participate in ongoing professional development and organizational development opportunities.
* Able to attend evening and weekend meetings/events as required.
* Knowledge of or interest in palliative care, end-of-life care and grief and bereavement.

**Required Qualifications**

* Bachelor’s degree and minimum 3-5 years experience in fundraising capacity, preferably in direct donor relations
* CFRE designation an asset
* Efficient in using Office 365 and Adobe.
* Experience working with donor CRM’s.
* Obtain a membership in AFP Okanagan and other related organizations.

**Remuneration and Hours**

This is a full-time position equivalent to 35 hours per week. Work hours are Monday to Thursday 8:00-4:00pm and Fridays 8:00-1:00pm.

* Competitive salary provided
* Extended health and dental benefits, and LTD
* Flex/Wellness Friday benefit
* Three weeks’ vacation
* Two weeks’ sick time

**How to Apply**

We invite you to apply for the position by clicking on the “[**Apply for Job**](https://ca.indeed.com/jobs?q=director%20of%20development&l=Kelowna%2C%20BC&advn=9503076295206048&vjk=7eebb98cc71d6083)**”**. To be considered, please submit a cover letter and a resume addressed to Natasha Girard, Executive Director. The cover letter should briefly describe why you believe you are a good fit for this position.

**About COHA**

For almost 40 years, the Central Okanagan Hospice Association (COHA) has been supporting individuals living with a life-limiting illness, their families and those grieving the loss of someone due to death. Emotional, social, practical, and spiritual supports are provided by trained compassionate volunteers and professionals to complement the medical care one receives while focusing on whole person care. Public education/engagement initiatives are fundamental in raising awareness around death, dying, and grieving, and advance care planning to influence change in a death phobic culture.