

Executive Director **Anglican Diocese of Toronto Foundation**

The Opportunity

Are you a fundraiser looking for an opportunity to grow a foundation? The Anglican Diocese of Toronto Foundation is looking for an Executive Director. This is a new position and is a unique opportunity to make the role and the future of the Foundation your own.

We are looking for a fundraiser with a passion for relationship building and demonstrated experience securing large gifts (5-6 figures). Working in Toronto (both in person and remotely), the Executive Director will act as the lead fundraiser for the organization, supported by a committed Board of Directors composed of clergy and lay people. The Executive Director will have an office in the Diocesan building and the support of collegiality of the Diocesan staff.

The Executive Director provides leadership to and oversees the effective and efficient operation of the Foundation. They will be responsible for:

- leading, developing and implementing comprehensive revenue generating strategies
- ensuring effective operations of the Foundation, and
- overseeing the administration, programs and strategic plan of the organization.

Other key duties include marketing, community outreach and collaboration with Stewardship Development Office of the Anglican Diocese of Toronto. Candidates must have the ability to demonstrate how you work with Compassion, Collaboration, Accountability, Boldness, and Faith.

About the Foundation

The Anglican Diocese of Toronto Foundation was incorporated in 1999. The Foundation resources the Diocese and local parishes as they plant and grow bold strategic initiatives for the future of God's Church. It is a public foundation that provides financial support for the Diocese of Toronto, its related ministries or any parish of the Diocese. It is the key charitable arm of the Diocese tasked with raising support for the wider needs of the church community, including investing in new and emerging ministries; FaithWorks; Diocesan parishes; the perpetual support of the Bishop of Toronto; and inviting gifts of encouragement as demonstrated by the early Church. In the last 5 years, over \$2 million has been distributed. For more information, please visit: www.toronto.anglican.ca/about-us/ways-to-donate/anglican-diocese-of-toronto-foundation

The Anglican Diocese of Toronto Foundation embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives.

Skills and Experience

- 7-10 years related fundraising experience, with 3-4 years leadership experience in the non-profit sector.
- A history of successful fundraising, including cultivation of major and legacy gifts, annual campaigns, grant writing as well as the development of new revenue streams.
- High level strategic thinking and planning: Ability to envision and convey the organization's strategic future to the board, volunteers, and donors.
- Demonstrated ability to foster and maintain mutually beneficial relationships with granting bodies and persons of influence both within the Church and those not currently engaged with the Church.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community. Ability to building excitement for the work of the Foundation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.

- Effective written and oral communication skills including the development of marketing and communication materials such as funding proposals, annual reports, newsletters, and website content.
- A self-starter that can work with others to achieve the Foundation's goals.
- Experience and skill in collaborating and working with a Board of Directors.
- Exceptional organizational abilities, including planning and program development.
- The willingness to try new initiatives and recognize when to pivot.
- Strong work ethic with built in flexibility and adaptability.
- CFRE or CAGP designations are an asset but not required.
- Knowledge of the Anglican context is an asset. The Executive Director must be willing to become familiar with the structure, functions and values of the Anglican Church of Canada.

Key Responsibilities

- Lead, develop and oversee a comprehensive fundraising development program which includes major and legacy gifts, annual giving, and donor relations, including the design and implementation of multi-year strategies to support the program and culture of philanthropy.
- Provide overall direction to the Board of Directors in the execution of the Foundation's strategic plans, and prospect solicitations. Provide support to the Board and Committees for meetings, the AGM, and with regular reports on financial targets, status of objectives and programs.
- Manage the Foundation's brand strategy and ensure consistency, quality and impact of messages and vehicles.
- Ensure key communications and marketing plans that support the work and objectives of the Foundation are in place to support fundraising strategies, raise awareness and increase impact.
- Develop, administer, and monitor the annual budget. Prepare and present quarterly budget reports to the Board of Directors.
- Oversee and coordinate legal activities of the organization with support from legal counsel including Annual corporate filings (federal & province).
- Identify, address and review risk management issues (e.g., insurance and liability) with Board to ensure due diligence and compliance as needed.
- With support from the Diocesan Database Administrator, oversee all donor relations and recognitions opportunities.
- With support from the Diocesan Stewardship Development Coordinator, oversee all digital communications including the website and social media ensuring alignment with goals.

Accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known. We welcome applications from all qualified persons. The Anglican Diocese of Toronto Foundation is an equal opportunity employer.

The Executive Director will be eligible to participate in the pension and benefit plans and 5 weeks' vacation annually. The starting salary for this full-time position is \$80,000. We are looking for the right candidate with the appropriate salary to match their gifts and experiences.

If you would like to apply for this position, forward your application to:

Human Resources
 Anglican Diocese of Toronto
 135 Adelaide St. E., Toronto, Ontario M5C 1L8
 Email: hr@toronto.anglican.ca

We thank all applicants however only those selected for an interview will be contacted. No phone calls please.