

## Role Description

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<b>Title:</b>	<b>Director of Development</b>
<b>Reports to:</b>	President
<b>Department:</b>	Development
<b>Branch:</b>	Mission Services
<b>Type of Work:</b>	Permanent, Full-time
<b>Work Location:</b>	One of the three provinces where Young Life currently exists.

## Position Purpose:

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Reporting to the President and regularly consulting with and to the Executive Leadership Team, the Director of Development is responsible to oversee and implement Young Life’s national fundraising strategy to accomplish Young Life’s mission to “glorify God by sharing Jesus Christ with the entire next generation of Canadian teenagers.”

In addition to spiritual leadership, this position will oversee and work with a team on our national fundraising strategy including the following areas of focus:

- Major donor relationships and campaign management
- Foundations
- Legacy Gift program
- TDS/Staff training
- Alumni Development
- Major national events: Presidents Dinners and BC Ironman of Golf, Adult Guest program at RockRidge Canyon

As a member of the Religious Order of Young Life of Canada, the Director subscribes to the Order’s Statement of Faith and abides by its Codes of Conduct.

## Key Responsibilities:

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### Major Donor Relationships & Campaign Management

- In concert with the ELT & board, develop and implement a fundraising strategy as part of the multi-year strategic plan to sustainably fund the national budget, mission growth goals, operations at RockRidge Canyon, and capital projects/campaigns.
- Recruit, build, and manage a team (the National Development Team) who cultivates, solicit, and steward the missions’ top 100-150 major donors supporting the strategic plan.
- Prospect, cultivate, solicit, and steward your own growing portfolio of major donors.

### Foundation Work

- Linked to Major Donors and Campaign Management (above), research, cultivate and steward public and private foundations.

- Develop an annual calendar scheduling touch points with foundations, writing grant applications, and submitting required reports throughout the year.

### Legacy Gift Program

- Promotion across the country through resourcing local/regional mission events
- Develop a recognition program for donors who've included the mission in their will.
- Develop an annual calendar promoting the Legacy program.

### TDS and Professional Development

- Adhere to the Taking Donors Seriously (TDS) philosophy of fundraising as Young Life's core fundraising strategy.
- Ensure that all levels of the organizations are using the main elements of TDS.
- Ensure that newly hired staff are sufficiently trained and equipped to use the TDS strategy to build a team of ministry partners to effectively fund their fieldwork.
- Serve as a fundraising coach to field staff as needed and host regular training sessions.

### Promotion and Networking

- Pursue strategic opportunities to expand our network and represent the mission in the community and across the country by attending prayer breakfasts, ELO networking events, etc.
- In partnership with RockRidge Canyon (our mission camp property) supervise and promote the annual Adult Guest programs: "Come and See" and "Come & Serve."
- As needed, assist the President, EA to the President and VP, Communications in developing a national communications strategy to engage donors and alumni including the President's Dinners
- Effective use of social media platforms to expand our donor and development reach.

### Database Management and Information Technology

- Effectively use Raisers Edge NXT to manage priority prospect lists for the National Development Team and other branches of the mission.
- Manage the donor database and run queries, prospect reports and other donor data as needed.

### Mission Leadership

- Regularly consult with/to the Executive & Field Leadership Teams and RockRidge Canyon
- Responsibilities to take camp assignments as needed (i.e., adult guest programs)
- Recognize and develop future members of Young Life of Canada's National Board of Directors

## Guiding Principles and General Responsibilities

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### *Spiritual Leadership*

- Model Christ in word, deed, and actions.
- Model and promote Young Life's mission and values. Represent Young Life positively and professionally within the community.
- Provide spiritual leadership to direct reports and volunteers, if applicable.
- Pray for kids, Young Life volunteers, and fellow Young Life staff.

- Pursue personal spiritual formation.
- Active involvement in a local church.

### ***Team Duties and Responsibilities***

- Model open communication and work collaboratively within the Young Life staff family, for the good of the organization, in support of Young Life's mission, core values, and strategic plan.
- Report bi-annually to the Board of Directors in partnership with the President. Attend bi-annual Board meetings.
- Engage with and foster healthy relationships with both the executive and field leadership teams.
- Attend staff meetings, staff conferences, and prayer days.
- Accept national responsibilities as directed.
- Nourish a truthful, accountable, forgiving, joyful, and healthy work culture.

### ***Personal and Professional Development***

- Pursue opportunities to learn through books, podcasts, courses, etc.
- Remain current concerning new procedures and trends by reviewing literature or participating in professional development courses, seminars, or conferences as directed by or approved by the supervisor.

## **Qualifications:**

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### ***Spiritual***

- Personal knowledge and experience of the saving work of Jesus Christ.
- Subscribes to Young Life's Statement of Faith and abides by its Community Covenant and Conduct policy.

### ***Education and Experience***

- 3 - 5 years of fundraising experience required, including experience comfortably relating to principal-level donors. Fundraising experience in a Christian mission or not-for-profit is a strong asset. Experience as a YL staff or leader, and in particular knowledge of our approach to contact work and building relationships is an asset.
- Bachelor's degree or equivalent. Training in fundraising is required. Certification as a Professional Fundraising Executive (CFRE) is an asset.

### ***Training and Certification***

- Legally entitled to work in Canada.
- Valid Class 5 driver's license and clean Driver's Abstract or equivalent.
- Clean criminal record check, including vulnerable sector search, required as a condition of employment.

## Skills and Abilities

- Superior emotional intelligence, including interpersonal and customer service skills. Effective influencer. Strong relationship-building skills. Effective networker.
- Resilient and persevering in relationships
- Effective verbal and written communicator. Diplomatic and tactful. Ability to communicate effectively with all levels of the organization. Demonstrated conflict resolution skills.
- Able to partner effectively with field staff.
- A natural initiator with an entrepreneurial drive. Results-oriented. Demonstrated planning and organizing skills. Demonstrated ability to grow ministry programs.
- Exceptional attention to detail and quality while managing multiple projects. Well-organized and proficient time manager.
- Intermediate proficiency in a Windows or MAC-based operating environment and MS Office suite & Google Suite required. Working knowledge and demonstrated competence with Raisers Edge NXT
- Growing skills in the use of AI as an asset in fundraising work

## Work Conditions

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### Work Environment

- Work is performed in an office setting, with frequent meetings in offices, hotels, and restaurants. Travel by car, ferry, or airplane to other cities within Canada will be required several times per month.

### Hours of Work

- The work week is 40 hours per week.
- This position generally works weekday hours, but moderate overtime may be required. Evening functions and out-of-town travel 3-6 times each month are common.

### Hazards

- Hazards are considered minor and controllable.

### Other

- Due to the nature of the job, and our commitment to a safe environment for teenagers and volunteers, the individual is subject to a criminal record check, including a vulnerable sector search, and must submit a current driver's abstract.

*The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of people in this position. Duties and responsibilities that do not constitute a major change may be added, deleted, or changed at any time at the discretion of the supervisor either orally or in writing.*

Staff Person Name

Signature

Date