



Development Director

Job Description

Position:	Development Director
Location:	WindsorEssex Community Foundation
Reports to:	Executive Director
Status:	Full-time hours
Rate of Pay:	\$65,000 to \$70,000 Annually

The WindsorEssex Community Foundation (WECF) is seeking a visionary Development Director to lead our fund development initiatives and help advance our vision of inspiring philanthropy to benefit the community for generations to come. Reporting to the Executive Director, the Development Director will be a key member of our Team, responsible for designing and implementing a comprehensive fund development program to support local initiatives, enhance community well-being, and foster a culture of giving across the Windsor-Essex region.

This position will play a pivotal role in strengthening relationships with donors, partners, and stakeholders, while shaping future fund development strategies and promoting best practices. The ideal candidate will be a collaborative, confident fund development professional with a proven track record in major gifts, annual giving, planned giving, and grant acquisition. A self-starter with an entrepreneurial mindset, the Development Director will lead the Foundation in building relationships, donor stewardship and growing the long term impact of the community foundation for generations to come.

ACCOUNTABILITIES

Reporting to the Executive Director, the Development Director is responsible for a range of activities:

Planning, Strategy, and Leadership:

- Work closely with the Executive Director, serving as a fund development strategist and an operational leader.
- Collaborate with the Executive Director to develop short and long-range fund strategies, including the creation, monitoring, and evaluation of the Foundation's multi-year development plans and targets in alignment with organizational priorities and needs.
- Participate as a member of the Team, and engage regularly with the Board of Directors and other staff to ensure a solid understanding of current and future needs, and that staff are informed and appropriately engaged in fund development activities.

- Represent WindsorEssex Community Foundation in the community, at events, and with partners to increase awareness and foster deeper connections.
- Develop relationships with Foundation staff and volunteers to support a culture of philanthropy throughout the organization.
- Provide leadership to the Foundation staff team in the planning and direction of all programs.
- Identify, analyze, and implement new innovative opportunities for relationship building.

Fundraising Strategy & Implementation:

- Evaluate and advance the current annual giving program with a focus on retention and growth within the individual donor stream.
- Establish acknowledgment, recognition, and stewardship strategies to ensure donors are properly and equitably acknowledged, recognized, and stewarded for their current and future gifts.
- Provide strategic input and oversight in the design and planning of a structured planned giving program that focuses on bequests for future investment.
- Work collaboratively with the Program Director to develop and deliver regular, effective donor communications that demonstrate impact, ensure appropriate recognition, and inspire giving.
- Identify and evaluate new revenue channels and emerging technologies with the potential to grow revenue, increase efficiency, and reengage donors.
- Maintain knowledge of best practices and trends around philanthropy.
- Expand the community of Fund holders at WECF consistently over the years.
- Engage the local non profit community in the agency endowment space.
- Develop and implement a strong outreach strategy to ensure WECF is the community's strategic philanthropy partner of choice.

Donor Relations & Stewardship:

- Manage a portfolio of major donors and prospects, ensuring personalized engagement and stewardship.
- Plan and oversee donor recognition activities, appreciation events, and regular communication.
- Develop and implement customized stewardship plans for major donors, ensuring they feel connected to the Foundation's impact.
- Facilitate meaningful touchpoints throughout the year, including personalized thank-you notes, impact reports, and invitations to special events.
- Collaborate with the Program Director to highlight donor stories and contributions through newsletters, social media, and annual reports.
- Analyze donor giving patterns and use data insights to enhance stewardship efforts and improve donor retention through implementation of a customer relationship management program.
- Foster long-term relationships with donors by identifying opportunities for deeper involvement, such as volunteer roles, advisory positions, or legacy giving.

Grant & Proposal Management:

- Collaborate with the Executive Director and Program Director to understand funding needs and align them with donor interests
- Provide support with tracking grant reporting deadlines and ensure timely submission of impact reports.

Financial and Data Management:

- Collaborate with the Finance Coordinator to reconcile donor contributions, monitor revenue streams, and prepare accurate financial statements and reports.
- Build and strengthen fundraising processes, policies, and activities ensuring adherence to regulatory requirements.
- Work collaboratively with the Executive Director to ensure all business, fiduciary, and legal responsibilities pertaining to fundraising are met, and provide regular reports confirming these requirements to the Board of Directors.
- Responsible for ensuring the accuracy and confidentiality of donor information.
- Ensure accurate and timely entry of donor information in the database.
- Provide oversight and support for the distribution of tax receipts and corresponding letters on an ongoing basis.

Administrative Duties:

- Maintain donor databases and ensure records are accurate and up to date.
- Prepare and organize development reports, presentations, and board materials.
- Schedule and coordinate meetings, including drafting agendas and recording minutes.
- Handle correspondence with donors, partners, and external stakeholders.
- Manage fundraising documentation, including pledge forms, gift acknowledgments, and tax receipts.

Board & Volunteer Collaboration:

- Support board members in their fundraising efforts, providing tools and resources for success.
- Lead volunteer committees focused on fundraising and special events.
- Prepare and present regular development updates to the Board of Directors.

Qualifications and Skills

Experience and Education

- Relevant post- secondary education, with a minimum of 3 years of philanthropic experience or transferable skills paired with extensive involvement as a volunteer in the sector.
- Demonstrated success in fund development or sales environment
- Entrepreneurial and resourceful with strong administrative and organizational skills. Able to handle a variety of tasks with little support.
- Experience developing and managing budgets.

Strong Administrative Support Skills

- The work requires very strong planning and organizational skills. Constant attention to detail is very important: Accuracy needs to be achieved (spelling, grammar, and numbers) through editing and proof reading. An excellent ability to be self-motivated and work with minimal supervision;

Effective Communication Skills, both Oral and Written

- Strong relationship development and interpersonal skills are required to deal effectively with board members, foundation supporters, donors, community organizations, and the public.
- The ability to communicate and collaborate in a positive teamwork environment and the volunteer Board of Directors is very important.
- Highly developed communications skills: written and verbal. Strong public speaker.

Excellent Technological Skills

- Knowledge of WordPress, MailChimp, Canva, and Adobe software.
- Excellent computer skills, including experience with Microsoft programs (ie: PowerPoint, Word, and Excel) and video development skills

The **Development Director** will play a key role in fostering community engagement, ensuring that philanthropic efforts are impactful, and supporting the growth and sustainability of the WindsorEssex Community Foundation.

HOW TO APPLY:

Please submit your cover letter and resume to info@wecf.ca, addressed to **Lisa Kolody, Executive Director**, no later than **March 21, 2025, at 4:00 PM**.