JOB POSTING

DIRECTOR OF DEVELOPMENT

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the AIDS pandemic. The work unfolding in these communities is ground-breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations which are turning the tide of the HIV and AIDS pandemic in sub-Saharan Africa by providing care and support to women, children, grandmothers, LGBTIQ communities, and people living with HIV and AIDS. Since 2003, the SLF has funded over 1800 initiatives, partnering with more than 325 community-based organizations.

Job Summary

Reporting to the Executive Director and as a member of the senior leadership team, the Director of Development will be responsible for leading and growing a multifaceted fundraising program in support of the ongoing programs, projects and activities of the Foundation. The successful candidate brings their extensive fundraising experience to inform the development and execution of a multi-year strategy encompassing individual giving, including major gifts, foundations and unions, and third party fundraising and leads and mentors a small team of fundraisers.

The successful candidate will also have primary responsibility for the Major Gifts program at the Foundation.

Usually, this position is based at our downtown Toronto office. Given COVID-19, all SLF staff are working remotely until further notice.

Duties and Responsibilities

Leadership and Strategy
• Develop a comprehensive multi-year fundraising strategy aimed at growing the Foundation’s support for community-based partners in Sub-Saharan Africa.
• Lead the development and implementation of an annual fundraising plan including direct response marketing, digital fundraising, monthly giving, third party fundraising, tribute giving and major gifts, including from foundations and unions.
• Lead a small team, fostering an environment of collaboration, learning and professionalism, all connected to the organization’s values.
• Lead the annual development of the fundraising budget and goals.
• Lead the identification and monitoring of KPIs to track progress towards results and to identify associated risks.
• Maintain up-to-date knowledge of CRA policies and guidelines, and fundraising best practices.
• Advise the ED and the Board on the organization’s fundraising strategy.
• As part of the senior leadership team, work to support the effective management of the Foundation.

**Fundraising**

• Manage a personal portfolio of key prospects and donors and collaborate with the ED to steward donors as appropriate.
• Build a pipeline of new mid-level and major donors.
• Lead the identification and solicitation of potential new funding organizations.
• Working in collaboration with the Communications team, strengthen and expand the foundation’s digital fundraising.
• Lead the Foundation’s Partners in Pride campaign aimed at raising $3 million over three years in support of LGBTIQ community based organizations in Africa.
• Collaborate with the Grandmothers team to support fundraising across multiple channels.
• Maintain accurate and current donor and prospect profiles and records in Raiser’s Edge.
• Lead the development of solicitation and stewardship strategies and practices for all fundraising programs.
• Work collaboratively with communications and programs staff to build a strong case for support.
• Work cross-functionally to develop fundraising campaigns, special events, materials, and communications to donors that reflect the Foundation’s values and drive donations.
• Working with the Programs team oversee the grant writing and reporting requirements for funding organizations, including foundations and unions.

**Qualifications**

• A minimum of 7-10 years of experience in fundraising, particularly in the area of successful major donor recruitment and retention
• Well-rounded knowledge of all development functions including monthly giving, direct response, and digital fundraising.
• Experience soliciting and securing high value gifts and stewarding relationships with major donors
• Demonstrated experience effectively leading, managing and developing a team
• Certified Fund Raising Executive (CFRE) designation is an asset
• Personal commitment to the values of feminism, social justice, solidarity, collaboration and gender equality
• High attention to detail
• Experience working with Raiser’s Edge and with Microsoft Office (Word, Excel)
• Keen understanding of budgeting processes and data management
• Strong communications skills, including comfort with public speaking.
• Initiative, persistence, ability to balance and prioritize multiple tasks, spirit of teamwork, and a positive approach are required
• Understanding of issues around HIV & AIDS an asset

Supervisor: Executive Director

Those wishing to apply please send your resume and cover letter to: careers@stephenlewisfoundation.org. Please note “Director of Development” in the email subject line.

The closing date for this position is **October 16th, 2020 at midnight.**

Please **do not call or email** the Foundation about this posting. Only those selected for an interview will be contacted. **Please note that due to COVID-19 the recruitment process will be conducted virtually via Zoom meetings.**

The Stephen Lewis Foundation promotes feminist and anti-oppression principles. Candidates from diverse groups are encouraged to apply.

The Stephen Lewis Foundation is an equal opportunity employer. Thank you for your interest