Job Posting

Human Concern International (HCI) is a registered Canadian charity working to change our world by alleviating suffering and tackling poverty. Established in 1979, HCI's development projects have helped communities become more self-sufficient and the emergency assistance has helped families and communities survive during hardships. We work in 42 countries with regional offices and local partners.

We are looking for an experienced, innovative, outgoing individual to join HCI’s Senior Management Team (SMT). The candidate will be responsible for HCI’s national fundraising and brand awareness plan. You will have a proven track record of raising funds, and building partnerships and brand recognition for an international NGO or charity. In leading HCI’s Fund Development department, you will oversee our regional fundraising offices and staff, develop and execute the digital and offline marketing plan, and lead the donor care team. You will be directly supervising a team of around 10 people holding various positions, as well as HCI’s Strategy and Digital Marketing agency, Clearoute.

**Position Title:** Director of Fund Development  
**Reporting To:** Executive Director  
**Location:** Toronto, ON  
**Terms:** Full time – 37.5 hours per week  
**Deadline to Apply:** On going until we find a suitable candidate

**Key Duties and Responsibilities**

**FUNDRAISING AND MARKETING**

- Work with the SMT to develop HCI’s yearly fundraising and marketing budget, campaigns and goals
- Oversee HCI’s regional fundraising offices and staff while reporting to the Executive Director
- Play a leading role in developing the national fundraising and marketing plan, including all aspects of direct donor mailings, appeal letters, and other donor mailings as needed
- Work with the regional fundraising offices and staff to develop a strategy to implement the fundraising and marketing plan in their respective region
- Manage HCI’s Strategy and Digital Marketing agency, Clearoute, to develop HCI’s assets, and to grow HCI’s online revenue through different social media and web channels
- Prepare and present at Board meetings the national quarterly and year-end reports to identify major donors, giving trends, revenue generation and other key performance indicators

www.humanConcern.org · 1-800-587-6424 · info@humanConcern.org
Charitable Number: Charitable Number: 107497125RR0001
877 Shefford Road, Ottawa, Ontario, K1J 8H9
- Prepare a yearly international travel plan for the fundraising staff based on HCI’s travel budget, the fundraising campaign and goals
- Make public appearances/accept speaking engagements to share information about HCI’s work with the community
- Broaden HCI’s revenue streams by developing approaches for planned giving, solicitation of bequests, and endowment programs
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the SMT of items that would benefit HCI

DONOR RELATIONS

- Lead the donor care staff in ensuring the smooth operation of the process related to recording donations, addressing concerns of donors, preparing revenue reports, and issuing tax receipts
- Ensure that the donor database information is current and accurate
- Develop and manage HCI’s yearly national donor care program that focuses on providing accountability to donors, enhancing donor retention, and creating a strong and loyal donor base
- Design and implement strategies to educate donors about HCI’s international and local work

HUMAN RESOURCES

- Communicate with regional fundraising offices and staff to understand and plan for the resources required to execute the regional fundraising and marketing plan
- Coach and train HCI’s regional fundraising staff in best practices related to fundraising, marketing, and donor care
- Analyze regional fundraising staff capabilities, and develop a budget and plan for staff training

Qualifications, Skills and Experience

- University education, preferably a degree in fundraising or project management
- Minimum 7 years experience working in a within a fundraising and or management role
- Excellent interpersonal skills with a customer service orientation and the ability to interact with individuals from a variety of social backgrounds
- Excellent prioritization and time-management skills
- Team player with the ability to work independently with little direction or supervision
- Have knowledge and experience in fundraising techniques, strategies, and best practices
- Possess the skills to work with and motivate staff, board members and other volunteers
- Strong and clear commitment to HCI’s values
- Fluency in English and excellent written communication skills, fluency in French and Urdu an asset

**Salary**
Competitive/commensurate with experience and other qualifications

Travel throughout Canada, and evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading ‘Director of Fund Development’.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.