

## Abiona Centre For Infant and Early Mental Health Director of Fundraising and Resource Development

### ABOUT ABIONA CENTRE

**Abiona Centre For Infant and Early Mental Health (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children, and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education, and transitional needs.

The Centre also operates an EarlyON Child and Family Centre and two Early Learning Centres. All the programs and services are open to families, young women and their children living in the broader community.

### OUR VALUES

- **Client Engagement:** We work collaboratively with the pregnant, parenting women and families with young children that we serve to identify their needs and take actions that better their lives.
- **Inspiring our Team:** We foster a culture where staff are empowered to be involved in decisions that impact their work and development.
- **Safety, Dignity and Privacy:** We are committed to protecting the safety, dignity and privacy of our clients, staff, volunteers, and other stakeholders.
- **Trust and Respect:** We work to build trusting and respectful relationships with our clients and with one another.
- **Evidence-Informed Practices:** We strive to make decisions and deliver services based on evidence-informed practices.
- **Diversity:** We respect the diversity of our community. We welcome people of different ethnic, spiritual, and cultural backgrounds, sexual orientation and unique abilities and needs. We understand how racism, sexism and oppression affect the lives of the people we serve. We are committed to addressing inequalities within the Centre and community.

## **WHY JOIN ABIONA CENTRE**

- We have a collaborative and supportive Senior Management Team
- We provide competitive Group Health Benefits and Pension Plan
- We provide opportunities for growth and professional development.
- We work to build trusting and respectful relationships with our clients and with one another.
- We foster a culture where staff are empowered to be involved in decisions that impact their work and development.

## **ABOUT THE ROLE**

Director of Fundraising and Resource Development at Abiona Centre is a key driver of organizational success, responsible for development and execution of resource development (fundraising and volunteer/student), communications, and branding activities including the plan to achieve the fundraising goals in support of the Centre's mission, vision, and strategic directions.

Reporting to the CEO, the Director will assume a leadership role in identifying, researching, cultivating, soliciting, and stewarding long-term philanthropic relationships with key foundations, individuals, and corporate leaders and lead the annual fundraising campaign and other fundraising activities. Additionally, the Director will drive the development and implementation of compelling communications and media strategies, aiming to promote the Centre's cause and reputation.

## **KEY RESPONSIBILITIES**

- Lead annual fundraising and communication plan development.
- Lead, influence, and maintain relationships with donors and stakeholders.
- Coordinate diverse fundraising activities, including foundations, major gifts, corporate, direct mail, online giving, planned giving, churches/clubs/associations, tribute giving, and related administrative, communications, and marketing tasks.
- Create and manage communication materials, such as funding proposals, letters of inquiry, Annual Report, Newsletter, and social media oversight.
- Ensure adherence to organizational policies, procedures, and fundraising regulations, overseeing the preparation, and monitoring of the annual fundraising budget.
- Collaborate with the Chief Finance Officer for up-to-date data, reports, and statistical analysis insights.
- Provide leadership for brand and communications strategies to elevate the organization's profile and support resource development efforts.
- Determine strategic communication campaigns to advance the Centre's goals.
- Oversee consistent branding and messaging across all communication materials and platforms.
- Represent the organization at events and press conferences.
- Provide staff support to the Board's Fundraising Committee.
- Hire, orient, train, supervise, and motivate staff within the resource development team.
- Provide annual performance feedback to resource development staff, ensuring the same for active volunteers and students.
- Recruit, orient, and support staff, ensuring the recruitment, orientation, and recognition of volunteers and students.

- Maintain filing systems for volunteers, students, and donors, collecting statistics on contributions and submitting reports to the Board.
- Ensure compliance with collective agreements, Human Resources policies, and participate actively in the senior management team.
- Competently perform supervisory duties under the Occupational Health and Safety Act.
- Actively participate in identifying workplace hazards, aiming for continuous improvement in health and safety.
- Ensure compliance with the Centre's health and safety program.
- Other duties as assigned.

## **SKILLS AND QUALIFICATIONS**

- A bachelor's degree in communications, Public Relations, or a related field, coupled with supplementary qualifications in Fundraising, or a related discipline, would be beneficial.
- Relevant certifications or professional designations in Fundraising, such as CFRE (Certified Fund-Raising Executive), or actively working towards the designation, is considered an asset.
- 5+ years of comprehensive experience and success in resource development (fundraising and volunteer/student development).
- Excellent managerial skills and a minimum of 2 years of supervisory experience.
- Excellent organizational and time management skills with the ability to establish priorities and achieve financial targets in a team environment.
- Positive track record in building and maintaining effective relationships with senior executives, donors, and staff.
- Proven success in raising funds through major gifts, annual giving, and special events.
- Demonstrated ability to promote teamwork, collaboration, and partnerships.
- Excellent communication skills – written, verbal, and presentation.
- Passion, personal alignment, and commitment to the mission of the Centre.
- Direct knowledge of the target population we serve is an asset.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and a positive team attitude.

## **BENEFITS**

- **Paid Time Off:** 10 Paid Holidays and 3 Float Days (Additional flexible days off).
- **Vacation:** 4 Weeks
- **Sick Leave:** 15 Days/Year
- **Group Health Plan**
- **Group Pension Plan**

## **BEFORE STARTING WITH US**

The successful candidate must complete or obtain the following before the commencement of their employment:

- Full vaccination against COVID-19 or have received an exemption from the organization's policy.
- A negative criminal reference check and vulnerable sector screening.

## **WORKING CONDITIONS**

- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, and lifting.
- Travel required.
- Must be available to work some weekend/evenings.
- Overtime as required.

## **HOW TO APPLY**

Interested applicants can apply directly using the link (<https://www.careers-page.com/strategisense-consulting/job/QX76YRWR>) or submit a resume with the subject line “Director of Fundraising and Resource Development Recruitment” to (skurmi@strategisense.com) by no later than 5:00 PM until January 30, 2024. We thank all those who apply for the position, however, only those selected for an interview will be contacted. An eligibility list may be established for similar positions of various tenures and will be retained for a maximum period of 12 months.

Abiona Centre For Infant and Early Mental Health is an equal opportunity employer. We benefit from the diversity of lived experiences in the workplace and encourage applications from qualified candidates who reflect the range of cultures represented in the communities we serve. In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act and the Abiona Centre’s Accommodation Policy requests for accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

## **ABOUT STRATEGISENSE CONSULTING**

Strategisense Consulting is a highly sought-after learning, professional development, and talent strategy firm committed to supporting individuals and organizations to deepen the quality of their thinking and evolve the way they work - ultimately enhancing resilience and overall impact. Services include customized and signature learning programs, leadership and team coaching, talent strategy, executive search, and leadership strategy development.