



JOB POSTING

Director, Development & Communications

Purpose of Position

To provide leadership in all areas of development and communication and to promote the mission and services of the Toronto People With AIDS Foundation to current and potential donors, funders and the larger community.

Accountability

The Director, Development & Communications supervises the Special Events Coordinator and the Development Coordinator as well as relevant contract staff and reports to the Executive Director.

Development Responsibilities:

- 1) Creates and leads a strategic, well-positioned Development Plan for the Department to optimize agency resources targeting fund development;
- 2) manages the planning and implementation of fund development initiatives such as Direct Mail, Planned Giving, Bequests, Corporate Requests, Major Gift and Donor recognition;
- 3) provides active management support and leadership, including event week participation, for PWA's signature event, the Friends for Life Bike Rally;
- 4) supervises the co-ordination of all special events and community fundraising initiatives;
- 5) works with the Executive Director and agency staff to determine and pursue specific sponsorship of programs;
- 6) works with staff to identify and respond to potential new funding sources;
- 7) incorporates web-based programming and e-philanthropy concepts into agency Development & Communication activities;
- 8) works with the Department staff and the Director of Finance & Administration to ensure that all funds raised are accounted for and deposited in a timely manner and that donor information is accurately recorded in the donor database.

Communication Responsibilities:

- 1) works with the Executive Director to promote the mission and services of the Toronto People With AIDS Foundation with an emphasis on enhancing understanding of and financial support for the organization's work;
- 2) ensures consistency in all agency communications;
- 3) develops and strengthens agency web presence;
- 4) manages the agency communication tools including e-newsletter, brochures, quarterly newsletter and website;
- 5) acts as the Privacy officer for the agency as required;
- 6) implements communication campaigns created with the Executive Director.

Management Responsibilities:

- 1) supervises, supports and provides performance feedback to all Development & Communication staff;
- 2) develops, monitors and administers department budget, workplans and reports;
- 3) ensures effective management, review and analysis of donor statistics and information;
- 4) participates in management coverage for the agency.

Required Skills & Qualifications:

- ◆ minimum 3 years experience in management with demonstrated expertise in strategic thinking and program planning;
- ◆ exceptional track record developing and cultivating donors and relationships with multiple community stakeholders;
- ◆ demonstrated expertise in effective web-based activities including social marketing and e-philanthropy;
- ◆ extensive knowledge of the complexity of issues relating to HIV/AIDS;
- ◆ excellent communication and interpersonal skills;
- ◆ sensitive to issues of diversity and accessibility;
- ◆ post secondary degree in a related field or equivalent combination of education and experience;
- ◆ AFP membership;
- ◆ CFRE designation preferred.

The Toronto People With AIDS Foundation is an equal opportunity employer and we strongly encourage people living with HIV/AIDS to apply for this position.

Deadline for submissions is 9am, Monday, October 24th, 2011. No phone calls please.

Resumes may be submitted in confidence to:

Murray Jose, Executive Director

fax: 416-506-1404

email: mjose@pwatoronto.org

200 Gerrard Street East, 2nd Floor, Toronto, Ontario M5A 2E6