

## Director of Fund Development

*Employee, 40 hours per week, Reconciliation Canada, North Vancouver, BC*

### The Organization

Reconciliation Canada is an Indigenous-led national organization that catalyzes meaningful relationships through values-based dialogue, leadership, and action. With a vision of “A vibrant Canada where all peoples achieve their optimum potential and shared prosperity”, we are dedicated to building partnerships with organizations that share our values and guiding principles. We are committed to humanity, building resilience, seeking diverse perspectives, and sharing knowledge. We steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness.

Reconciliation Canada has been engaging individuals, communities, and organizations across the country in reconciliation initiatives, programs, workshops, learning experiences and events since 2012 to advance the work of the Truth and Reconciliation Commission of Canada (TRC) and help find a New Way Forward. Our collective wellbeing rests with the relationships we build today.

As a diverse and inclusive workplace, we ensure everyone, regardless of who they are or what they do, feel equally involved and supported in all areas of the workplace. In our workplace, you feel welcomed, your ideas and opinions matter, you belong, you feel safe and bring your full and unique self to work.

As a values-based organization, we are open, curious and strive for understanding in a courageous manner.

### Core Values & Beliefs

- ‘Namwayut - We are All One
- Dignity
- Hope
- Openness
- Understanding
- Courage

**Position Type:** Employee, full time, 40 hours per week

**Start date:** as soon as possible

**Location:** Reconciliation Canada’s office is located on the Skwxwú7mesh (Squamish) nation territories in North Vancouver at 206, 1999 Marine Drive

**Reports to:** CEO

### The Opportunity

We are looking for a Director of Fund Development to join our team. Reporting to the CEO, the Director of Fund Development (DFD) takes a shared leadership approach by focusing on building a sustainable funding stream that enables the growth and delivery of Reconciliation Canada programs and initiatives. The DFD is a proactive, team-oriented individual with a passion for the mission of Reconciliation Canada (RC). In collaboration with RC’s Leadership team, they are responsible for the development and

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implementation of RC's fundraising strategy including, and not limited to identifying, developing and maintaining diverse Government, Corporate and Community relationships across national and provincial levels and leveraging established relationships to attract and engage new partners in mutually beneficial, meaningful partnerships.

### **Deliverables & Duties**

- In collaboration with the CEO and RC's Leadership team, develop and implement RC's national funding strategy to enable long-term and sustainable funding for programming and core operations. Develop metrics to evaluate effectiveness of funding approach
- Collaborate with the Leadership team to develop budgets, proposals/grant requests and negotiate with prospective funders/partners to ensure collective needs are met and clear understanding in place, including funder requirements
- Help disrupt some of the government and foundation "business as usual" approach while developing renewed partnerships, grounded in a shared vision of incorporating Indigenous ways of knowing into their own business practices
- Cultivate and document a robust pipeline of partners and funders that enables the achievement of fundraising goals. Develop procedures for tracking and qualifying prospects and for recording and reporting proposal progress, ensuring that communications, contacts, correspondence, and actions are recorded enabling continuity in relationships
- Monitor trends in target communities/regions and adapt development strategies as necessary. Work with the CEO and Director of Engagement to negotiate and close partnership agreements with prospective funding partners
- Maintain and grow RC's individual donor database (including donation tracking and data entry, reporting, and donor stewardship) to build a strong base of donor support
- Develop and implement funding reporting process that satisfies reporting requirements and meets unique funder needs
- Develop written agreements such as funding agreements and memorandums of understanding
- Prepare reporting as required including: reports for board meetings, funder reporting, etc.
- Exhibit respect for, and excellent service to, partners and all supporters of RC through prompt, courteous, and informative communication
- Actively engage key stakeholders in fundraising activities and work with them to demonstrate the importance of philanthropy in sustaining RC
- Manage and mentor a team of staff and/or volunteers
- Support the team with additional duties as required
- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness

### **Education and Experience**

This is an extraordinary opportunity for an individual with extensive, national partnerships and fundraising experience to grow and further develop an initiative on a national level that has already made significant impact in BC. The successful candidate will partner with the CEO and work collaboratively with a high-performance staff team.

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*Specific requirements include:*

- Minimum Bachelor degree with at least 7 years of experience, including in a non-profit organization, with a successful fundraising record or equivalent combination of education and experience
- A broad knowledge of partnership development, including all aspects of fundraising with a strong background in effective grant writing, developing positive relationships with partner contacts and program officers, and securing large grants from large and small foundations, government ministries, corporations and philanthropists
- Demonstrated experience building national funding partnerships
- Ambitious, innovative and collaborative approach to partnership strategies and practices
- Ability to communicate confidently and effectively with coworkers, partners, prospects and high-net-worth partners; must have especially strong written, oral, and listening skills
- Strong planning and leadership skills with the ability to prioritize tasks to achieve goals in a timely manner
- Experience working with Google workspace and project management tools (e.g. Asana)
- Experience managing and mentoring staff
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management
- Demonstrated talent for understanding, respecting and supporting diversity
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

**Total rewards**

We offer a competitive salary, health and dental benefits, wellness days, scheduled office closures, vacation and professional development opportunities.

Compensation will be commensurate with experience. The salary ranges from 75K to 95K per year, with potential for higher.

**Join our team**

If you value a professional work environment that is fast-paced, evolving and challenging with lots of opportunity for development, learning and contribution, we welcome you to learn more about this opportunity. You will join a small and highly agile team that is dynamic, diverse, forward facing and making a difference around the world.

Our collective wellbeing rests with the relationships we build today. We respect the unique needs, perspectives and potential of all our team members. We encourage and embrace diversity and inclusion in the workplace.

We would like to thank everyone for their interest in working with Reconciliation Canada. Due to the high volume of applications, only candidates selected for an interview will be contacted.

**To apply, please send your cover letter and resume at [reception@reconciliationcanada.ca](mailto:reception@reconciliationcanada.ca) by Sunday, November 28th, 2021.**

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