



DIRECTOR OF RESOURCE DEVELOPMENT

Closing Date:	June 30, 2017
Starting Date:	July 31, 2017
Location:	Ottawa, Ontario (flexible)
Type of Position:	Full-time
Reports to:	Chair of the Board until Executive Director starts Sept. 1, 2017
Compensation:	Competitive/commensurate with experience and other qualifications

The Canadian Hard of Hearing Association (CHHA) is looking for an energetic person with strong fund development skills to fill the role of Director of Resource Development. For the right candidate, this is an excellent opportunity to guide an ambitious consumer advocacy organization through an important time of growth.

About Us

The mandate of CHHA is to be the national voice of advocacy for Canadians living with hearing loss. There is a deep desire to see the organization, grow, expand, and flourish as the collective voice of Canadians living with hearing loss, be they hard of hearing or deafened. CHHA serves an important and unique purpose within the Canadian disability advocacy system. We are the only national not-for-profit bilingual consumer organization that advocates for the needs of the over three million self-identified Canadians who live with hearing loss. Millions more are in the early stages of hearing loss or will cope with hearing loss as they age. CHHA's mandate includes having a major positive impact on the quality of life for individuals directly affected by hearing loss, as well as those family members, caregivers, colleagues, teachers, and friends who need to communicate effectively to provide care and support. As a result, the entire fabric of Canadian society is impacted positively by the efforts of CHHA.

Position Summary

The Director of Resource Development creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources. The successful candidate will have excellent proven fundraising and relationship-building skills, and also has knowledge and/or lived experience with hearing loss and sensitivity to the Canadian disability advocacy environment. We are seeking an individual who can work independently and as a team player, is experienced in not-for-profit fund development, and is also a passionate champion of hearing accessibility in Canada. The chosen individual will be responsible for the successful fund development of CHHA according to the strategic direction set by the Board of Directors. CHHA does have a separate Foundation which raises funds solely for CHHA requiring strengthened relationships between the two organizations.

Primary Duties and Responsibilities

Participate as a member of the management team in the development and recommendation of CHHA strategic goals and objectives.

Manage the resource development portfolio by:

- Coordination of fundraising activities with the CHHA Foundation as specified in the Memorandum of Understanding on Fund Development and Fundraising between CHHA and the CHHA Foundation.
- Developing, recommending, and implementing resource development strategies, programs, goals, and work plans that reflect and support national strategic objectives and directions;
- Creating cultivation, solicitation, and stewardship programs to engage donors and sponsors;
- Identifying, researching, cultivating, and soliciting prospective donors and sponsors;
- Prioritizing and fostering strong relationships with donors and sponsors for the long term;
- Collaborating on the development of timely and relevant donor and sponsor communications;
- Preparing and/or contributing to the preparation of complex funding proposals and grant applications to corporations, foundations, government, external associations, and community partners;
- Coordinating resource development programs and events with CHHA Chapters and Branches as required;
- Initiating and designing projects and work plans, establishing and monitoring priorities and timetables, and determining needed resources and the allocation of responsibilities, as appropriate;
- Participating in the development and management of the resource development budget, including revenues and expenses;
- Identifying and engaging volunteers to participate in resource development activities;
- Providing advice, consultation, and support to, as well as working closely with, CHHA Chapters and Branches to support their own resource development strategies;
- Developing national resource development initiatives that will benefit and support local CHHA Chapters and Branches resource development efforts and goals;
- Demonstrating knowledge and practice of effective and ethical fundraising standards and developing the related and supporting systems, policies and procedures;
- Helping to ensure all resource development activities and functions are in accordance with legal and ethical standards;

- Providing advice and expertise related to resource development to the Executive Director, Board of Directors, other staff members, and Chapters and Branches;
- Developing, reviewing, and submitting reports as requested to the Interim Executive Director that provide an evaluation of current fundraising performance and any issues related to the resource development program. Make recommendations on any needed course of action;
- Recognizing the need for, and collaboration as appropriate with, colleagues to ensure the goals/objectives of all national projects, programs, and events are met and that the best interests of CHHA are promoted and supported;
- Represent CHHA when requested to community partners, Chapters and Branches, and other national organizations; and
- Perform other related duties as assigned.

Level of Reporting and Function

- Reports to the Executive Director
- Works daily with organizational staff and volunteers
- Communicates with partners, supporters, and sponsors on an ongoing basis
- Works with CHHA Chapters and Branches directly as needed

Qualifications and Preferred Skills

- Minimum five years fundraising experience in the not-for-profit sector
- Strong writing, reading, and comprehension skills
- Experienced user of social media
- Familiarity with fundraising research methods, tools, and procedures
- CFRE certification preferred
- Awareness of other local, provincial, and national fundraising organizations and the importance of cooperation while maintaining independence in a potentially competitive environment
- Bilingualism (English/French) is considered an asset

CHHA is an equal opportunity employer and welcomes applications from all equity-seeking groups for consideration.

Special consideration for this position will be given to CHHA members.

If your skills and experience match the requirements of this position, please submit your cover letter and résumé along with salary expectation. Applications must be submitted **electronically** in both MS Word and PDF formats to:

CHHA National Director of Fund Development Search Committee
c/o Ms. Lorin MacDonald, CHHA National President
lmacdonald@chha.ca

We thank all applicants for their interest. Only those applicants selected for interviews will be contacted.