



## **Job Posting: Director, Development and Communications**

### **Job Description:**

The Director of Development and Communications will be responsible for leading the Development and Communications team in articulating FoodShare's unique impact and value; developing and executing a strategy to elevate fundraising across the organization; and setting clear goals and metrics for revenue development, communications, and volunteer and donor engagement.

### **Duties include (but are not limited to):**

#### **Leadership and Management:**

- Lead the Development and Communications departments, including the development of annual work plans, budgets, funding targets and strategies
- Ensure that the organization's mission, values, culture and priorities align with the fundraising strategy and is clearly articulated and communicated to key stakeholders
- Oversee the development and implementation of policies, practices, and standards that protect FoodShare's reputation, donors and staff information and that ensure CRA requirements are met
- Serve as FoodShare's Privacy Officer
- Provide leadership, direction and management for the Development and Communications team, creating an environment of respect, creativity, accountability and high performance
- Manage and provide mentorship to direct reports, including reviewing individual work plan and targets, conducting performance review, identifying opportunities for growth and development, etc.
- Foster a culture of philanthropy throughout the organization by engaging with Board members and key staff to ensure they are equipped for their role as FoodShare's ambassadors
- Stay abreast of philanthropic, economic, social and educational trends related to fundraising and communications, as well as changes in legislation
- Act as FoodShare's ambassador with the media, politicians and funders as required
- Participate in the Management Committee and Senior Leadership Team and other committees as requested
- Maintain a list of VIPs and devise a strategy to ensure that they're engaged with and updated on the happenings of FoodShare

#### **Strategy and Planning**

- Engage with staff across the organization to develop and maintain strong knowledge of FoodShare's programs, initiatives and key priorities
- Contribute to the development of annual and multi-year operational and financial plans that align with the overall Strategic Plan





- Understanding of fundraising technologies including Raiser's Edge
- Experience in public relations, advocacy and public policy is an asset

**How to apply:** Please email your resume and cover letter to [hr@foodshare.net](mailto:hr@foodshare.net)

**Deadline for applications:** Tuesday, June 18, 2019

**Please note:**

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – [hr@foodshare.net](mailto:hr@foodshare.net). You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act. Please note that only candidates selected to move forward in the hiring process will be contacted.

Please note that only candidates selected to move forward in the hiring process will be contacted.