



Director of Development – Job Description

RNFBC Overview

The demand for nurses is rising yet the supply is not keeping up. The shortage means that needed care gets delayed, postponed or most troubling, doesn't happen.

The Registered Nurses Foundation of BC addresses some of the financial costs associated with education for nurses and nursing students across BC through the provision of bursaries. RNFBC is proud to announce that a record number of 274 bursaries worth \$276,000 was given out in the most recent award cycle. While this was a record of giving for the Foundation since our founding in 1979, the number of applicants far exceeded what we were able to award

The need to help educate new nurses and provide a higher level of education for current nurses in order to meet the requirements of the health care system has arguably never been greater. Joining an experienced secretariat and a dedicated hands-on Board and volunteers, we seek a part-time (flexible hours up to 20 hours per week), virtual **Director of Development** While the majority of the work will be completed virtually, some face-to-face meetings and events will occur in the greater Vancouver area.

DUTIES AND RESPONSIBILITIES:

The **Director of Development** will provide strategic direction, leadership, and management of RNFBC's development program in the following ways:

- Reports to the president of the RNFBC Board of Directors and works closely with RNFBC's Board as a whole, the Executive Committee, Administrative Officer and volunteers (where appropriate) to activate the existing fundraising plan (2023-2026).
- Provides leadership in developing program goals and objectives and apportioning targeted \$500,000 budget against those defined goals, objectives, and programs.
- Establish fundraising priorities and performance metrics that are: Specific, Measurable, Attainable, Realistic, and Timely to track and align with achievement of organizational objectives, resulting in an expanded donor base and ability to reach targeted goals and objectives.
- Work with Finance and Audit committee to assist with the development of a yearly fundraising budget that is consistent with objectives
- Implement an integrated development program with emphasis on major gifts (donors of \$5,000+) aligned with fundraising best practices and the RNFBC culture

- Utilizing our new Case for Support, producing major donor and special category solicitations support materials with the intent to retain or upgrade gifts
- Build relationships with and manage a portfolio of donors and prospects, including the identification, cultivation, solicitation and stewardship of major gift prospects and donors, including current and potential Board members and other RNFBC volunteers.
- Support current donors through ongoing communications, regular status updates related to RNFBC and the individual fund they are associated with, and recognition of the impact of their contributions on nurses and the profession to ensure their continued support of RNFBC.
- Initiate and implement fundraising strategies to identify, diversify, cultivate, and solicit new and existing individual, foundation, corporate and government funders.
- Develop, oversee, and manage all fundraising activities
- Oversee fundraising/cultivation events, establishing and managing corporate sponsorship
- Collaborates with the Administrative Office (and others as indicated) to maintain web page, newsletter and other communication strategies or vehicles.
- Provide guidance and support to the Board and Fundraising Committee in all fundraising initiatives.
- Support the participation of, and assist individual Board members to build/enhance fund-raising skills (when required)
- Prepare grant proposals and reports by building a program of ongoing cultivation of foundations, businesses/corporations, government agencies and other organizations.
- Using guidance in the existing fundraising plan, implement the first stages of a planned giving program
- Prepare and present reports on a regular basis to the Board.
- Work with the Administrative Office to utilize donor management software (DonorPerfect) according to fundraising best practices
- Be a visible and enthusiastic advocate for the RNFBC in the community and support the organization by attending events, making presentations, and networking with targeted audiences to inform them about RNFBC and opportunities to support our work.

Skills and Abilities:

- Excellent interpersonal skills, with the proven ability to establish and maintain positive relationships with a wide range of individuals, including the ability to recruit, motivate, and lead a team of Fundraising Committee volunteers
- Ability to think and act independently as well as collaborate with a range of internal and external stakeholders.
- Ability to make decisions and recommendations on fundraising priority development, strategy development is critical
- Outstanding written and oral communication skills, with demonstrated success in proposal development and in conducting face to face meetings for major solicitations
- Demonstrated experience in the full spectrum of development including fundraising policies, solicitations, stewardship, donor recognition, administration, and management
- Strong time management and project management skills
- Required to adopt and apply the Association of Fundraising Professional (AFP) code of ethics in

daily practices

Qualifications:

- Bachelor's Degree in Business, Communications, Public Relations, or a related field
- Certified Fund-Raising Executive (CFRE) designation attained or in progress is preferred
- Extensive experience in major gift (\$10,000+) level fundraising in a complex organization
- A minimum of 3-5 years progressively responsible senior-level leadership experience, with the ability to work independently and drive results. A combination of experience in private, public and non-profit organizations is considered an asset

Reporting:

This position reports directly to Board President and will work closely with the and our new Fundraising Committee

This is a part-time contract position beginning immediately and renewable annually. There will be some irregular hours from time to time (evenings and weekends) around events and other activities (Committee and/or Board Meetings as required).

RNFBC is committed to fairness, equity and inclusion in employment and our recruitment and selection practices.

Application Process:

To apply, please submit your resume and cover letter to administrator@rnfbca.ca. We thank all applicants for their interest and will contact only those applicants selected for further considerations. Please note that submissions will be reviewed on an ongoing basis, and therefore early submission is encouraged. The position is available immediately.

Salary Level: \$40,000 (based upon a 20-hour work-week).