

United Way Mission Statement: "To meet urgent human needs and improve social conditions by mobilizing the community's volunteer and financial resources in a common cause of caring."

Established in 1956, United Way Toronto is a registered charity and community impact organization dedicated to improving lives and strengthening neighbourhoods across Toronto. United Way identifies needs and takes action to create a better, safer, stronger city through research, partnerships and support of a network of 200 health and social service agencies.

POSITION: Director – Major Individual Giving

DEPARTMENT: Resource Development

BASIC FUNCTION: Lead the Major Individual Giving staff and volunteers in developing and implementing all strategies, plans and activities related to United Way Toronto's program for donors giving \$10,000 or more. This leadership position reports to the Vice President, Resource Development.

MAJOR RESPONSIBILITIES:

- Develop the Major Gift and Special Gift resource development plan and strategies
- Lead and direct the implementation of all Major Gift and Special Gift activities, including development of strategies for the cultivation, solicitation and stewardship of major donors and prospects
- Lead and mentor the staff of Major Gift Officers and related specialists
- Maintain a superior knowledge of United Way's mission, programs and activities, including the Community Fund and special initiatives
- Oversee the identification, recruitment and training of senior community leaders who act as Major Gift volunteers
- Direct the role and activities of the Major Gift Cabinet and act as staff partner to the volunteer Chair, Major Gifts
- Direct the integration of the endowment fundraising plan and activities with the annual and special gift fundraising programs
- Work in close partnership with the Special Initiatives and Community Partnerships team to identify and develop new giving opportunities for major donors, including participation on the inter-departmental Product Development Committee
- Lead the goal setting and fundraising tracking for the Major Gifts team, and provide input to the development of overall goals for the Annual Campaign
- Direct the effective integration of all Major Gifts activities with the overall resource development program including Workplace Campaign, Operations, and Leadership Giving
- Participate as a member of the Resource Development department and organizational senior management teams

QUALIFICATIONS:

- 7-10 years experience in a senior Major Individual Gift fundraising role
- Direct experience in donor relationship management and personal solicitation
- Proven management skills including a well-developed ability to motivate and train staff.
- Experienced and effective in senior volunteer management.
- Well developed project management skills
- Demonstrated experience in developing strategies in a fundraising or sales & marketing environment
- Proven planning, organizational and analytical skills.



- Excellent communication skills (written and verbal) as well as experience in developing and delivering presentations/training sessions
- Ability to work under pressure and to meet deadlines and goals
- Ability to lead a team and coach others to achieve common goals
- Ability to negotiate, maintain and nourish partnerships
- Experience with donor databases and excel required
- University degree or equivalent experience

Interested candidates please submit resumes no later than **April 30, 2010** to:

Senior Manager, Human Resources

United Way Toronto

26 Wellington St E, 2nd Floor

Toronto, ON M5E 1W9

Fax : 416 777 0962

E-mail: RD5119@uwgt.org

When responding we ask that you:

1. Ensure that only the text shown below is in your subject line when responding by e-mail
RD5119 – Director, MIG
2. Indicate where you saw the job posting

We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.

United Way Toronto is an equal opportunity employer