

## DEVELOPMENT AND FUNDRAISING POSITION SUMMARY:

The Fundraising Leader is responsible for planning, developing, organizing, and implementing all of Brock Youth Centre fundraising initiatives, including: government program grants, a major gifts program, annual fund, planned giving, special events and capital campaigns. The Director of Development works closely with The Board Chair and the Board of Directors in all development and fundraising endeavors.

### QUALIFICATIONS:

- Must embrace the mission of BYC.
- Have knowledge and experience in fund raising, particularly grants and major gift acquisition.
- Strong interpersonal and writing skills.
- Possess the skills to work with and motivate board members and community volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Bachelor’s degree or equivalent combination of direct experience, 5 years professional fundraising.
- Preference to those who reside in North Durham

### JOB RESPONSIBILITIES:

- Meet prospective grant agencies and supporters - establish effective communications with them.
- Develop and implement grant seeking including research, proposal writing, and reporting.
- Initiate a major gifts program including identification, cultivation and solicitation of major donors.
- Build a planned giving program with a focus on deferred gifts such as bequest expectancies of businesses and entrepreneurial enterprises.
- Work closely with the Chair and Board of Directors.
- Make public appearances/accept speaking engagements to share information about the BYC.
- Implement and maintain fundraising database and tracking systems.
- Collaborate with other community organizations, activate alliances and fundraising partnerships.
- Demonstrate professional conduct at all times.
- Other stuff that makes sense.

#### REMUNERATION:

Eight-month contract starting IMMEDIATELY. Continuation based upon results achieved. Monthly stipend for expenses and mileage.

#### ABOUT BYC:

BYC is a registered charity based in the Township of Brock and providing entrepreneurial training and business development experience for youth in North Durham. The organisation is recognized for its successes in establishing the youth led Cool Cow ice cream shop in the lakeside town of Beaverton, and the Business Idea Competition running in partnership with the Durham District School Board at Brock High School in Cannington.

Ready to help us grow? Send brag-sheet to: Patrick Shaw, Treasurer of BYC at [pat@amplifi.ca](mailto:pat@amplifi.ca)

