



Black Opportunity Fund

POSITION BRIEF: Senior Development Officer

THE OPPORTUNITY

Black Opportunity Fund (BOF) has engaged **AgentsC Inc.** to recruit a talented senior fundraiser with a proven track record of Major Gifts fundraising in the role of Senior Development Officer (SDO). The ideal candidate will have strong leadership skills and significantly grow major gift fundraising revenue for BOF. In partnership with the Executive Director and the Board of Directors, the SDO will accelerate momentum to build sustainable philanthropic partnerships for BOF. Successful achievement of BOF's fundraising goals will also present a career development opportunity for the SDO to build the capacity of BOF's fund development program and grow into a new role of Director of Fundraising at the organization.

Please review this position brief for further details about the opportunity. For more information, please contact Vibhuti Mehra by email at bof@agentsc.ca. We assure you that your inquiry and/or application will be held in strict confidence.

To apply, please submit a Letter of Interest and Resume to bof@agentsc.ca as a single PDF attachment by November 15, 2023. Applications will be reviewed on a rolling basis until the position is filled. In the subject line of your email application, reference "**BOF Senior Development Officer**". We thank all applicants for their interest, but only candidates selected for an interview will be contacted.



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ABOUT BLACK OPPORTUNITY FUND (BOF)

BOF is a community-led registered Canadian charitable organization, whose mandate is to dismantle anti-Black racism by establishing a sustainable pool of capital to support Canada's Black communities. This is achieved by allocating resources to Black-led community organizations leading initiatives that impact the quality of life in the Black community; and facilitating access to capital for Black-led businesses to drive economic empowerment throughout the community.

BOF uses an anti-oppression and intersectional lens as well as trust-based participatory decision-making processes by centering the power, voice, and choice of impacted communities. BOF catalyzes the cultural, socio-economic, institutional, and political change required to enable Canada's diverse Black communities to thrive.

BOF is committed to fostering a collegial work culture that is grounded in diversity and inclusiveness. Candidates from traditionally marginalized groups are strongly encouraged to apply for the role of "Senior Development Officer" at BOF. These include but are not limited to Black, Indigenous, and racially visible persons, persons living with a disability, women, gender-diverse people, people with diverse sexual orientation, and all candidates who would contribute to the diversity of our community. Where possible, accommodations will be made available upon request for candidates taking part in all aspects of the selection process.

CANDIDATE PROFILE

An experienced fundraiser with a strong commitment to dismantling anti-Black racism. You bring a spirit of activism to your fundraising and are experienced in applying an anti-oppression, anti-racism, and intersectional lens to your work. You are comfortable leveraging your skills of analysis, collaboration, and communication to achieve measurable goals. You are also a strategic and results-driven fundraiser who is passionate about trust-based philanthropy and building authentic and trusting relationships with donors, colleagues, and volunteers.

You bring a high level of expertise in envisaging and negotiating Major Gift donations and the knowledge to deepen BOF's market share of Online and Planned Gift donors. You have a demonstrable record of success in identifying, cultivating, asking, and stewarding Corporations and High Net-Worth Individuals.

You are enthusiastic and self-motivated, committed, as well as proactive and focused. You have excellent interpersonal and communication skills and are excited to work with our team to positively impact the quality of life in Black communities across Canada. You are eager to lead



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and grow BOF's ambitious fund development program, while also growing your fundraising expertise and elevating your role within the organization.

KEY ACCOUNTABILITIES

- Raise Major Gifts in support of BOF's mandate to dismantle anti-Black racism by establishing a sustainable pool of capital to support Canada's Black communities
- Lead and manage an ambitious, productive fund development program that achieves the goals established at the start of each fiscal year
- Expand the profile of BOF among its donors, prospects, and other key stakeholders to meet the organization's current and future financial needs

Reporting to the Executive Director, the **Senior Development Officer** is accountable for the following key responsibilities:

1. Donor and Prospects Management (35%):

- Work collaboratively with BOF's Executive Director and Board of Directors to successfully engage, advance, and retain donor relationships (individuals and corporations, as well as annual donors and planned gift donors)
- Lead the implementation of a new Customer Relationship Management (CRM) system
- Ensure that proposals are written, and donors are encouraged to give more generously, while also recording fundraising activities in BOF's new CRM system
- Grow the Major Gifts pipeline, ensuring that all donors are appropriately stewarded, recognized, involved, and retained in philanthropic support

2. Fundraising Development (30%):

- Work collaboratively to develop and implement essential Major Gift systems and processes including a moves management practice, prospect pipeline rating system within BOF's new CRM, key performance indicators, and measurement tools
- Engage in Business Development in new markets through online/digital marketing donations, and develop and build BOF's Legacy Giving potential
- Lead sponsorship and donor engagement initiatives associated with BOF's Town Hall and Events

3. Collaborative Leadership (20%):

- In partnership with the Executive Director, engage the Board of Directors to advance BOF's fundraising objectives
- In consultation with the Executive Director, lead the Major Gifts strategy and develop an environment that builds cohesiveness, collaboration, operational effectiveness and efficiency, and upholds fundraising standards
- Implement best practices to enhance fundraising performance including managing goals and plans, process improvement, progress tracking, and performance metrics
- Oversee Donor Relations portfolios, ensuring appropriate stewardship, recognition, and involvement of all donors across the giving spectrum

4. Planning (15%):

- Develop and implement operational plans for increasing BOF's philanthropic revenue including fundraising budgets, forecasting, variances, and performance metrics
- Collaborate with the Executive Director to evaluate performance and achievement of strategic objectives and metrics
- Monitor and report on fundraising activities and financial performance to the Executive Director and Board of Directors
- Oversee the financial operation, budget performance, and financial assets and resources for fundraising
- Prepare written materials including tailored proposals, correspondence, impact reports, and customized stewardship reports
- Ensure best practices are established and maintained in call reporting, record updating, and data entry of moves management with donors/prospects

5. Other tasks as assigned by BOF's Executive Director

EXPERIENCE AND QUALIFICATIONS

Required Criteria

- Minimum five (5) years of direct fundraising experience in securing major gifts from high net-worth individuals, corporations, foundations, and/or planned givers
- Proven experience in cultivating major gifts as well as meeting ambitious organizational fundraising goals, and knowledge of the philanthropic landscape in Canada
- Demonstrated understanding of strategic planning to meet revenue targets

- Demonstrated ability to build relationships with both internal and external key stakeholders
- Demonstrated experience of engaging and leveraging a Board of Directors to achieve fundraising targets
- Demonstrated commitment to principles of anti-oppression, equity, diversity, and inclusion
- Deep understanding of historic systemic barriers to opportunities faced by Black and racialized Canadians
- Sound knowledge of fundraising principles and practices related to the Canada Revenue Agency (CRA), and Association of Fundraising Professionals (AFP) gift acceptance and Donor Bill of Rights guidelines
- Experience with developing and adhering to a budget and business plan
- Effective demonstration of ability to write proposals and report on impact of donors' giving
- Strong administrative and problem-solving skills with the ability to translate vision and strategy into tactics and actions
- Demonstrated ability to prioritize competing demands and meet deadlines
- Demonstrated ability to work independently and participate collaboratively in a team environment
- Excellent oral and written communication and presentation skills
- Experience working with CRMs

Advantageous Criteria

- More than five (5) years of campaign and major gift fundraising, and one (1) or more year(s) of management experience
- Legacy Giving knowledge and experience
- French language competency

Particular Working Conditions

- This is a hybrid position that requires occasional work from BOF's office location in downtown Toronto
- The position involves occasional evening and weekend commitments

COMPENSATION AND BENEFITS

This is a full-time, permanent position. The hiring salary range for this position is \$90,000 to \$105,000, commensurate with experience. Additional benefits include:



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- Three (3) weeks of vacation to start
- Non-traditional time off benefits: Office closed between Christmas & New Year's as well as Fridays in the summer months
- Extended health benefits: Medical, dental, vision, life insurance, mental health support, physiotherapy, massage, and other specialist services
- Company supplied equipment (for remote work): Laptop and phone
- Hybrid work arrangements
- Opportunity to work for an organization whose mandate involves significant social impact

EMPLOYER LINKS

<https://blackopportunityfund.ca/>

<https://www.facebook.com/BlackOpportunityFund/>

<https://instagram.com/BlkOpportunity>

<https://twitter.com/BlkOpportunity>

<https://www.linkedin.com/company/68219088>

RECRUITER LINK

www.agentsc.ca