



Position Profile

Chief Development Officer
2024



About Cystic Fibrosis Canada

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story, advancing research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis (CF), parents and caregivers, volunteers, researchers and healthcare professionals, government, and donors, all working together to change lives through treatment, research, information, support, and connection.

In the last five years in particular, Cystic Fibrosis Canada has driven the pace of progress across the country. They launched a clinical trials network bringing new and improved treatments to their community. Cystic Fibrosis Canada has also set the standard for advocacy work, leading changes to the healthcare system to enable approval and funding for the life-changing medicine, Trikafta, at record speed. Because of this work, children born with the disease today will have a much different, more positive path than even a decade ago.

While they celebrate that progress and are proud of the treatments Cystic Fibrosis Canada has helped bring to this country, they still have much work to do. Trikafta is not a cure and not everyone can benefit from it. People are still very sick from this disease and far too many are dying young. CF is also moving into uncharted territory, as people are living longer with CF, and new complications are arising for the first time as people age. CF Canada still has work to do to ensure healthy, full lives for everyone. They need to continue to work closely with people living with CF to understand the burdens they face and where CF Canada should focus its work.

CF Canada is a \$13.5M organization, 95% of which is funded by donor dollars, CF needs community support now more than ever to help reduce the burdens of the illness, to get fair and equitable access to drugs across the country, and to build for the diverse and changing state of cystic fibrosis in Canada.

<https://www.cysticfibrosis.ca/>

The Role

Reporting to the President and CEO, the Chief Development Officer (CDO) is an essential member of the senior leadership team, working with the directors in charge of the Quebec Region, Annual Giving, and Leadership and Corporate Partners, as well as the Senior National Director of Events, to oversee a national team of 20-plus fund development professionals. The CDO acts as coach and mentor to the team, working collaboratively with staff and Board members to develop a strategic fund development plan that is aligned with CF's strategic goals and provides organizational growth and long-term sustainability.

It is a critical point in time for the CDO to help identify and create exciting funding opportunities. In an organization that relies completely on donor dollars, this will mean thinking outside traditional forms of fundraising to help team members elevate their fundraising skills and ensure the right programs are in place to help them achieve success.

Creating accountability is also essential, through the development of key fundraising performance metrics that bring rigor and discipline to the fundraising process.

The CDO will be responsible for creating an “asking” culture among staff, senior leaders of the organization, the CEO, the Board, and Board committees. They must lead by example, cultivating and managing a personal donor prospect pipeline.

Key Responsibilities

Strategic and Operational Planning

- Build a dynamic fund development strategy with clearly defined revenue goals and a diverse mix of giving that advances the strategic objectives of the organization. Communicate priorities and wins to the whole organization.

Fund Development

- Develop and execute a robust major gifts/mid-level/planned giving program, with appropriate administrative support, to meet key financial objectives.
- Ensure CF has a solid donor pipeline, helping staff and volunteers to cultivate, steward, and solicit key prospects.
- Personally manage a portfolio of donors and develop strategies for the CEO's portfolio. Coach, mentor, and support key leaders of the organization in their own fundraising efforts.
- Work closely with the CEO to seek and advance revenue generating strategies aligned with mission related activities.

Fund Development Marketing & Communications

- Work closely with the Marketing team to collaborate on key donor support materials.
- Provide insights to champion other elements of the fundraising program, including stewardship, donor recognition, and donor reports.

Human Resources and Volunteer Leadership

- Develop the structures to support an integrated, motivated revenue generating team nationally.
- Develop volunteer and leadership structures (e.g., campaign cabinets) to deliver on fund development strategy.
- Create accountability through the application of metrics and goal setting.
- Build and maintain positive, collaborative working relationships with CF Canada staff, Board, and volunteers.

Finance, Systems and Operations

- Manage the fund development budget to ensure a strong return on investment.
- Enhance reports that inform the CEO, Board, and leadership team of fundraising results nationally.
- Use data analytics to evaluate current funding activities to ensure they are meeting ROI expectations.
- Create regular reports that reflect the status of giving activities, trends, and opportunities.

The Opportunity

To lead a national team of staff and volunteers who are passionately committed to children and adults living with cystic fibrosis. The CDO has a broad range of responsibilities and plays an essential role in ensuring that CF Canada can meet its mission objectives. The new CDO joins CF Canada on the heels of a national restructure that will empower them to be more efficient and create rapid fundraising wins for the organization.

Experience

The CDO is a seasoned, well-rounded professional leader with over 10 years of fundraising experience in a charity setting, ideally in a national organization with established regional connections and strong community interactions. The ideal person will have demonstrated staff management skills through direct and indirect reports, with experience managing a diverse range of fundraising areas, including major gifts, corporate giving, annual and mid-level contributions, planned giving, peer-to-peer fundraising, and national events. Their experience clearly indicates that they have earned the respect of high-performing teams. The ideal candidate will also have experience raising funds in the Quebec market.

In addition to experience in soliciting donations and leading a large team of staff, the right person has created fundraising plans and strategies that led to increased revenue through leading-edge fundraising programs. Ideally, this includes not just major gift programs but also mid-level giving programs that increased revenue and set the stage for major gift fundraising.

Personal Attributes

The CDO is an intelligent individual with a high EQ. Caring and empathetic, they have an innate understanding of how to get along with a diverse group of individuals. They are able to get results while creating connections and engendering trust with all key stakeholders. The CDO is an optimistic, positive, and innovative individual who can see what is possible. They inspire others to follow their vision and know how to celebrate the wins of their team and the organization as a whole. They are decisive and can make good decisions quickly and efficiently. They are a natural extrovert who enjoys talking to donors about the great work CF is doing while also knowing when to ask for a donation. They are highly creative and strategic and are known for looking at new and innovative ways to fundraise.

Core Competencies

- Proven ability to solicit six-figure major gifts.
- Able to support both senior volunteers (board of directors/campaign cabinets) and community-based grassroots volunteers.
- Skilled manager who can develop effective plans, goals, and metrics.
- Excellent written and verbal communications skills.
- Adept at influencing a variety of stakeholders, both external and internal.
- Exceptional competency in active listening and building relationships.
- Knowledgeable about current best practices in the use of cutting-edge technologies.
- Able to analyze and interpret trends/results with demonstrated business financial acumen.
- In-depth knowledge of budget analysis and transparent reporting.
- French language skills are a significant asset.
- University degree or equivalent.
- CFRE designation preferred.

Location

The location is flexible for the ideal candidate. All viable candidates must be able to attend quarterly meetings in Toronto.

How to Apply

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resumé along with a cover letter that sets out your interest in the role and highlights your relevant experience. Please include salary expectations in your cover letter. The preferred method of application is online at searchsmartconnect.com/jobs.

Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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