

## Director of Development

**Posting End Date:** March 20, 2026  
**Anticipated Start Date:** April 6, 2026  
**Shift:** Days  
**Daily Hours Worked:** 7.75  
**Hours Per Week:** 38.75

### Overview:

At the Victoria Hospital Foundation, we are passionate about supporting **quality, innovative, and accessible care** through Victoria Hospital and our community service partners, ACCESS Fort Garry and Victoria Lifeline. In close to 20 years, we have invested more than \$19 million in innovations that enhance healthcare and the patient experience at Victoria Hospital, and support our community's overall health and well-being.

Victoria Hospital Foundation values and supports employment equity and workplace diversity and encourages all qualified individuals to apply. We welcome applications from candidates who identify as visible minorities, Indigenous people, persons with disabilities, persons within the 2SLGBTQI+ community, and those reflecting the ethnic and cultural backgrounds of south Winnipeg where the hospital is located. We welcome applications from people with disabilities. Accommodation is available upon request during the assessment and selection process.

Working alongside our partners, our grants support development of our staff, programs, research, and innovative interventions to build a healthy community, with a particular focus on mental health and the care of older adults.

### Summary:

Reporting to the Chief Executive Officer (CEO) of the Victoria Hospital Foundation (VHF), the Director of Development will support and advance the VHF's mission by providing leadership, planning and support to all aspects of the organization's philanthropic and fund development strategies and initiatives. The Director of Development is the lead development officer for the organization, and provides general oversight for granting related initiatives.

As a key member of the senior management team, the Director of Development will be involved in a range of strategic planning and internal initiatives, working collaboratively as a member of the leadership team to support the achievement of organizational goals.

This position is responsible for the overall direction, coordination and evaluation of all areas related to fund development at the Foundation. This includes development, implementation, quality control, donor data management, financial reporting, analytics, and budgeting for the program.

### **Roles and Responsibilities:**

The Director of Development creates and oversees the implementation of a strategic approach to fundraising and stewardship. Key responsibilities include maintaining and enhancing current successful initiatives and creating new resource streams, such as; planned giving, major gifts, legacy giving, sponsorships, and supporting capital campaign and project grants.

The Director of Development works closely with other members of the senior team to implement the vision for fund development, in particular, the Director of Communications and Public Relations on the implementation of strategies related to; donor and community engagement, event planning, and stakeholder relations.

The Director of Development is also responsible for providing oversight support to the granting program, and in particular, its connection to the successful stewardship of donors.

### ***Fund Development Planning and Management***

- Collaborate with the CEO and Board of Directors to create a fund development plan which increases revenues to support the strategic goals of the Foundation.
- Implement the fund development plan in accordance with ethical fundraising principles, and develop policies and procedures for the department which reflect ethical fundraising practices.
- Monitor and evaluate all fundraising activities to ensure that fundraising goals are being achieved and best practices are being utilized to improve their effectiveness.
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities; maintain a dynamic portfolio of high net worth individuals to secure major and campaign gifts.
- Collaborate with other team members in the planning and execution of special fundraising events.
- Support the development of robust database and technology capacity, including quality control and management, collecting strategic data, and extracting queries to support fundraising goals.
- Work with the CEO and Director of Finance to develop the fund development budget and assume responsibility for its administration.
- Maintain knowledge of current and evolving fund development trends, as well as economic, political, technical, business and general trends in the community,

health region, etc. that may impact VHF's fund development. Develop and adapt fundraising strategies as necessary.

### ***Public Relations, Community Engagement and Collaboration***

- Works closely with the Director of Communications and Public Relations in developing and implementing plans for the purpose of meeting the Foundation's fund development goals. In particular, on the following areas:
  - Cultivate and sustain positive, productive relationships with volunteers, community and business leaders, donors, and Foundation and hospital staff to advance the mission and fundraising goals of the Foundation.
  - Foster an understanding of philanthropy within the hospital and educate staff, volunteers and members of the community about VHF's fund development initiatives.

### ***Human Resource Planning and Management***

- In consultation with the CEO, recruit, interview, and select well-qualified fund development staff.
- Provide leadership, strategic direction, and performance management for fund development staff, including setting objectives, monitoring results, and supporting professional development.
- Foster a collaborative, high-performing team culture through coaching, open communication, and shared accountability for organizational goals.
- Build and support a discipline of relationship management and collaboration within the fund development department and all foundation staff.

### ***Volunteer Leadership***

- Provide appropriate organization and support to volunteers participating in fund development activities with the Foundation.
- Provide goal-setting, visioning, leadership and strategic direction for fund development volunteers.
- Assume primary staff responsibility for overseeing the activities of any fund development related committee and provide expertise to volunteers.
- Work directly with the Board and/or Campaign team in the identification and stewardship of major gifts.
- Ensure a system of continuity of volunteer leadership.

### **Qualifications:**

Minimum of an undergraduate degree in Business Administration, Marketing, Public Relations or related area is required.

## ***Education and Experience***

- Minimum of eight to ten years related work experience in the field of fund development with direct leadership experience in fund development (i.e. Major Gifts, Employee Giving, Online Giving, Corporate Giving, Community Events, Third Party Events, Memorial Giving, Volunteer Management, etc.) and program development, administration and fiscal budget oversight.
- Equivalent experience in private-sector business development
- Proven track record of developing a strong, cohesive, creative and high performing team.

## ***Skills and Attributes***

- Strong organizational, supervisory and leadership capabilities.
- Exemplary interpersonal skills and ability to affect favorably sophisticated volunteers and donors.
- Excellent strategic thinking and planning skills.
- Results driven with good planning, analytical and organizational skills.
- Solid communication and presentation skills: both written and verbal coupled with good listening skills.
- Capable of flourishing in a fast-paced, collaborative and fluid environment focused on performance and outcomes.
- Ability to work effectively in a team and with many diverse constituencies; able to mobilize people in joint efforts.
- Strong decision-making and problem-solving skills.
- Capability to work effectively with high net worth community and business leaders.
- A strong work ethic, competitive nature, personal integrity and emotional intelligence.
- Commitment to life-long learning and professional growth.

## ***Assets***

- Current CFRE certification.
- Fundraising experience in a healthcare setting.
- Knowledge of Raiser's Edge and/or Virtuous.
- Volunteer relations management experience.

**Interested candidates are encouraged to email their cover letter and resume to Cheri Jackson at [cjackson7@vgh.mb.ca](mailto:cjackson7@vgh.mb.ca) by Friday, March 20, 2026.**

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for

any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

We thank all applicants but only those selected for an interview will be contacted.