



Director, Corporate & Community Partnerships

ABOUT US

Campfire Circle (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Campfire Circle is currently seeking a Director, Corporate & Community Partnerships to join our Development Team.

The Director, Corporate and Community Partnerships is accountable for the overall management and growth of corporate partnerships and community events, and overall third party fundraising portfolio. They are accountable for the cultivation and implementation of the applicable fund development plans to support Campfire Circle's long and short-term strategic fund development goals. These accountabilities achieve the following:

- a) Advance the Development Department's vision to grow the profile of Campfire Circle to donors, prospects and other stakeholders to inspire ongoing commitment and ensure sufficient resources to meet the organizations current and future needs
- b) Campfire Circle's mission to foster resilience, well-being and lifelong connections for children with serious illness and their families through camp-inspired programs.
- c) The fostering of a donor-centered attitude and culture of philanthropy throughout the organization.
- d) Lead, manage and motivate the Corporate and Community Partnerships team to achieve an ambitious fundraising goal through community fundraising events and other 3rd party fundraising initiatives, as well as corporate donations and matching programs.
- e) Represent Campfire Circle at meetings and events to support fund development and engagement initiatives to strengthen relationships.
- f) Play a leadership role in building a team and fundraising program to development a provincial footprint for our fundraising program and build awareness of the organization across Ontario.

This role reports to the Chief Program Officer, and directly manages the following positions:

- Administrator, Corporate & Community Partnerships
- Coordinator, Corporate & Community Partnerships
- Officer, Corporate & Community Partnerships

The key accountabilities for this role are:

1. Planning

- Develop and implement the strategic plan for the team, including revenue and expense budgets, planning, development, forecasting and accountability for metrics and variances,



- Collaborate with other Development teams to evaluate performance and achievement of strategic objectives and metrics. Monitor and report on financial performance of portfolio to the CDO, Committees and Board of Directors,
- Oversee the financial operation, budget performance, and financial assets and resources of the team,
- Ensure best practices are established and maintained in record updating and data entry of moves management with donors/prospects,
- Collaborate with Donor Experience to implement information systems, infrastructure, policies and operational procedures to support best practice donor relationship management, and
- Collaborate with Marketing & Communications in the preparation of communications to support the portfolio.

2. Corporate Partnerships & Community Events Program

- Develop the strategy and oversee the management of the corporate and community giving revenue stream ensuring we reach or exceed targets, supporting over 175 annual 3rd party events and/or fundraising partners,
- Meet annual targets to grow the number of corporate partners through volunteer engagement and meeting new prospective partners,
- Manage a portfolio of high value corporate partnerships and community events (\$50,000+), providing event management and fundraising/tax receipting guidance; and oversee the relationship management of a portfolio of key fundraisers, donors and event organizers,
- Achieve overall fundraising targets for portfolio by development strategies to actively engage new prospects, advance or re-engage existing relationships and assigned donors,
- Oversee the analysis of the 3rs party fundraising portfolio including segmenting the portfolio by risk, opportunity and value,
- Oversee the renewal of community events and corporate partners through engagement and stewardship to ensure a high retention rate,
- Lead the assessment, cultivation and solicitation of new community fundraising events and corporate partnerships to ensure continued growth of this critical revenue stream,
- Collaborate with Associate Director, Events on event processes and event staffing schedule,
- Represent the organization at community events, taking a leadership role to engage the public with the organization's mission, vision and funding priorities, and
- Oversee the community event reconciliation in order to ensure proper adherence to the organization and CRA policy in collaboration with peers.

3. Awareness Building & Pipeline Development

- Cultivate and engage community donors and fundraisers as legacy, annual and/or major donors, helping to build the pipeline and improve long term sustainability of the fundraising program,
- Actively manage these donors as appropriate and/or collaborate with other teams to convert these donors to participate in new ways and migrate them to new relationship managers, and
- Actively identify and plan outreach and awareness raising activities in regions across Ontario, with goals determined through the annual planning process.

4. People Management



- Provide oversight and direction to staff in accordance with the department's strategic planning and annual objectives. Develop clear and concise guidelines to identify group projects and how to track progress,
- Manage weekly/bi weekly department meetings, identify areas of focus, and develop agenda, assign and follow-up on responsibilities and duties,
- Working with Human Resources, actively participate in the recruitment and selection process,
- Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and training opportunities,
- Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement. Lead the annual goal-setting performance review process,
- Consciously create successful employee relations within and outside your department that promotes positive workplace culture, and
- Develop and promote a healthy and safe work environment and overall wellness culture.

5. Perform other duties and responsibilities as assigned by their Manager or their designate.

ABOUT YOU

QUALIFICATIONS

Required Criteria

- Minimum 7 years' experience as an events and partnerships fundraiser, with revenue targets exceeding \$1M+,
- Experience managing complex corporate partnership agreements and fundraising campaigns, with over \$100K in revenues,
- Demonstrated experience in managing staff, senior level fundraising volunteers and volunteer committees,
- Experience with public speaking, communications and ability to represent the organization in various setting at public events,
- Experience in developing and adhering to a budget and business plan,
- Effective demonstration of ability to articulate the case for support and the impact of donors' giving,
- Ability to initiate, analyze, monitor, evaluate and alter strategic business plans,
- Enthusiastic and highly motivated, as well as proactive and persistent, understanding how to work collaboratively with individuals and teams in a complex environment,
- Strong administrative and problem-solving skills with the ability to translate vision and strategy into tactics and actions,
- Highly developed oral and written communication skills; experience presenting in a public forum,
- Extensive experience working with Raiser's Edge or other fundraising databases,
- Strategic planning, project management and event management skills and experience,
- Clear police reference check and vulnerable sector screening, and
- Current driver's license and the ability to be covered by our insurance policy.

Advantageous Criteria



- Post-Secondary education in event management and/or fundraising,
- More than 2 years of management experience,
- CRFE designation,
- Demonstrated commitment to volunteerism or volunteer sector, and
- Experience using Engaging Networks fundraising platform.

WORKING CONDITIONS

- Works in an open office setting,
- This position involves considerable evening and weekend commitments and some travel that requires driving through Ontario and potentially the U.S, and
- In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$90,000 to \$100,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth and to support this we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements and on-going professional development.

HOW TO APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2023043 – Director, Corporate & Community Partnerships**.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and



can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.