

# The Sisterhood of St. John the Divine

St. John's Convent 233 Summer Avenue  
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## **JOB POSTING: DIRECTOR OF DEVELOPMENT**

Founded in Toronto in 1884, the Sisterhood of St. John the Divine is an Anglican Religious Community comprised of women who desire to share the love and compassion of Christ with others. Over the past 125 years, through our ministries of education, health care, and care for the elderly and poor, we have helped to transform the lives of thousands of Canadians. As we reach out to people of all faiths and cultures who are searching to make their lives more fulfilling, we offer oases of tranquillity and prayer through our ministries of retreats, pastoral care and spiritual direction.

In order to ensure the continuity and growth of our ministry, we seek a proven fundraising professional, preferably with an understanding and appreciation of faith-based organizations. With ministries currently in Toronto and Victoria, we have developed a strong culture of philanthropy and the infrastructure to support it. Some 1,000 Associates and Oblates across the country as well as a dedicated group of volunteers support us in our work.

### **Position Summary**

This position is responsible for the ongoing Annual Appeal, for further developing effective Major Gifts and Planned Giving programs, and for maintaining effective donor relationships. The Director of Development will work with an Assistant as well as with Sisters and volunteers on the Financial Development Committee. The ideal candidate will have had previous experience in creating and executing financial development plans and an ability to lead a team of passionate stakeholders.

### **Qualifications**

- Minimum five years of demonstrable fundraising success within an institutional setting
- Excellent public relations and interpersonal skills
- Strong personal integrity with demonstrated respect for privacy and confidentiality
- Proven written and communication skills
- Ability to manage a variety of tasks and multiple deadlines
- Strong computer skills
- Professional membership in AFP and/or CAGP

Application Deadline: Until hiring  
Preferred Start Date: Fall or Winter 2010

### **Please submit resumés via e-mail, fax, or post to:**

Mr. Murray McCarthy  
(contact information above)

Applications will be reviewed as they are received.  
No phone calls or personal visits, please.  
Only those selected for an interview will be contacted.