

## DIRECTOR, DEVELOPMENT AND COMMUNICATIONS

**STATUS:** Full-Time, Permanent

**SALARY:** \$145,000

**LOCATION:** Remote within Canada or Toronto, ON (Flexible Hybrid)

**APPLICATION DEADLINE:** April 27, 2025

---

### ABOUT US

For over 20 years, the **Stephen Lewis Foundation (SLF)** has been a trailblazer in international development and philanthropy, challenging traditional power structures by shifting resources into the hands of local communities impacted by HIV in Africa.

We work to address the inequities that perpetuate the HIV epidemic in Africa by providing funding and allyship to community-led organizations. These local experts, advocates and activists are championing health and human rights every day. Join us in amplifying their impact.

---

### ABOUT THE ROLE

The **Director of Development and Communications** plays a pivotal role in advancing the Stephen Lewis Foundation's mission to support community-led organizations in Africa. This leader will drive fundraising growth, build meaningful donor relationships, and enhance public engagement through strategic communications.

With a deep commitment to social justice, solidarity, and gender equality, the Director will oversee a multi-year fundraising and communications strategy, ensuring the long-term sustainability of the Foundation's work. They will lead a team in securing major gifts, expanding digital and direct response fundraising, and developing compelling campaigns that amplify the voices and experiences of community-based partners.

As a key member of the Executive Team, the Director will shape organizational strategy, mentor staff, and cultivate a culture of collaboration and inclusivity. They will also work closely with the Executive Director and Board to advance philanthropic partnerships.

This role is ideal for a dynamic, results-oriented leader with a proven track record in fundraising, donor relations, and communications, as well as a passion for the Foundation's commitment to feminist, anti-racist, and anti-colonial principles.

---

## **WHAT YOU WILL DO**

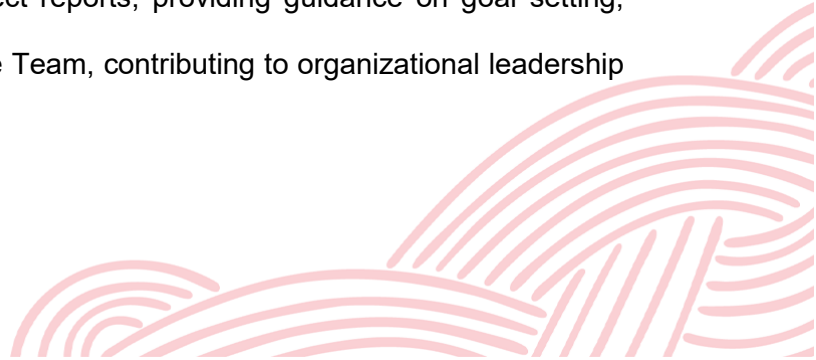
### **Fund Development (60%)**

- Develop and implement a multi-year fundraising strategy to expand the Foundation's support for community-based partners in Africa.
- Lead the creation and execution of an annual fundraising plan and budget, encompassing major and mid-level giving, direct response marketing, digital fundraising, monthly giving, legacy giving, third-party fundraising, and support from foundations and unions.
- Establish and monitor key performance indicators to track progress, assess risks, and make data-driven adjustments to meet organizational goals.
- Design and execute innovative fundraising campaigns to attract new audiences and strengthen donor retention and growth.
- Stay current on CRA policies, fundraising best practices, and industry trends to ensure compliance and effectiveness.
- Manage a personal portfolio of donors and prospects, working closely with the Executive Director.
- Collaborate with the Deputy Director, Philanthropic Partnerships to grow, strengthen, and sustain the Grandmothers to Grandmothers Campaign in Canada and internationally.
- Partner with the Deputy Directors, Philanthropic Partnerships and Annual Giving, to expand the Partners in Pride campaign in support of LGBTIQ community-based organizations in Africa.
- Oversee grant writing and reporting for funding organizations, including foundations and unions.

### **Communications and Marketing (25%)**

- Develop and lead a multi-year communications strategy to enhance public engagement and drive donations, aligning with the Foundation's broader organizational objectives.
- Create an annual communications plan and budget that supports the Foundation's programmatic, advocacy, and fundraising efforts.
- Increase visibility and awareness of the Foundation's work and unique approach to community partnerships through consistent, values-based messaging.
- Collaborate with the Deputy Director, Communications and Marketing to expand the Foundation's digital presence and engagement through targeted online marketing strategies.
- Provide leadership and expertise in communications across all channels and platforms.
- Oversee and contribute to the development of print, multimedia, and digital content, including the website, videos, newsletters, and social media.
- Anticipate emerging trends and information needs to inform communication strategies.
- Monitor and manage reputational risks in collaboration with the Executive Director.
- Support internal communications and knowledge-sharing within the Foundation.

### **Leadership and Operational Planning (15%)**

- Lead a team of 11, including three direct reports, providing guidance on goal setting, accountability, and program execution.
  - Serve as a key member of the Executive Team, contributing to organizational leadership and decision-making.
- 

- Advise the Executive Director and Board members on fundraising and communications strategies.
  - Foster a culture of collaboration, inclusivity, and integrity in all departmental activities.
  - Mentor and support staff in professional growth, encouraging skill development and leadership opportunities.
  - Conduct annual goal setting, planning, and performance evaluations for individuals and departments.
  - Cultivate a safe, inclusive, and empowering work environment where all team members feel valued and supported.
  - Lead by example, promoting a connected, team-oriented culture across the organization.
- 

## WHAT YOU BRING

- Proven track record of driving fundraising growth and revenue across multiple channels, with a results-driven approach.
  - Strong understanding of best practices for donor engagement to enhance retention and long-term support.
  - Demonstrated success in strategy development, pipeline management, and achieving fundraising targets.
  - Exceptional donor relationship management skills, with experience securing six-figure gifts and above.
  - Deep knowledge of the Canadian philanthropic landscape, with international fundraising experience considered an asset.
  - Expertise in digital marketing, leveraging online platforms effectively for fundraising initiatives.
  - Knowledge of traditional and digital media with the ability to reach new audiences and influencer groups.
  - Outstanding verbal and written communication skills, including public speaking, with the ability to adapt messaging for different audiences.
  - Skilled in using social media and digital platforms to enhance engagement and outreach.
  - Experienced in identifying and implementing risk management strategies.
  - Highly collaborative leader who fosters teamwork and empowers team members to excel.
  - Experience working with volunteers and volunteer board members.
  - Natural relationship builder, both internally and externally.
  - Strong critical thinking skills, with the confidence and judgment to make informed decisions.
  - Ability to thrive in a fast-paced environment, effectively prioritize tasks, and manage multiple projects simultaneously.
  - Organized and detail-oriented, with strong follow-through and time management skills.
  - Demonstrated ability to work effectively with diverse communities, fostering an inclusive and respectful environment.
  - Personal commitment to feminism, anti-racism, anti-colonialism, social justice, solidarity, gender equality, and collaboration.
  - Knowledge of Raiser's Edge (RE) and Mailchimp.
  - Willingness and ability to travel nationally and internationally.
- 
- 

## WHY WORK WITH US?

At the SLF, we value and invest in our team. Here's what we offer:

- **Time off:** 4 weeks of vacation plus sick and personal days; extra days off in December, as well as extra long weekends in summer
  - **Comprehensive benefits:** Health, dental, vision, life insurance, employee assistance program
  - **Flexibility:** Hybrid remote work options and flexible hours.
  - **Parental and sick leave:** Top-up for maternity/parental leave and sick leave.
  - **Competitive wages:** Certified by the Ontario Living Wage Network.
- 

## HOW TO APPLY

Submit your **cover letter** and **résumé** to [careers@stephenlewisfoundation.org](mailto:careers@stephenlewisfoundation.org). Please include "Director, Development and Communications" in the subject line.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

---

## OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- People with lived experience of HIV
- Racialized persons/persons of colour
- 2SLGBTIQ+ individuals
- Indigenous peoples
- Persons with disabilities
- Women

Applicants must be legally entitled to work in Canada and be fully vaccinated against COVID-19, subject to valid exemptions.

