



Job Posting

Job Title:	Director, Fund Development, Community Impact and Engagement
Department:	Fund Development
Reports to:	Executive Director
Direct Reports:	Manager, Community Engagement and Wellness; Donor Relation Specialist; Fund Development Specialist; Volunteer and Wellness Coordinator; Communication Specialist
Employment Status:	Full-Time, Permanent (37.5 hours per week). Flexibility to work evenings and weekends is required
Location:	On-site/Community; Burlington, Ontario
Compensation band & range:	Director – salary range \$ 58.97 to \$ 69.74 per hour

About the Organization

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness.

Position Summary

The Director of Fund Development is a senior leadership role responsible for advancing Carpenter Hospice's mission through strategic philanthropy, community partnerships, volunteer engagement, and stakeholder relations to ensure the organization's long-term sustainability and impact. The role is accountable for generating the philanthropic revenue required to sustain the organization, leading strategies that raise approximately 50% of Carpenter Hospice's annual operating budget through major gifts, annual giving, grants, events, sponsorships, and community partnerships.

As a member of the Senior Leadership Team, the Director provides strategic leadership for all fundraising activities, establishing and executing plans to achieve ambitious annual revenue goals while fostering a culture of philanthropy across the organization. The Director builds and strengthens meaningful relationships with donors, sponsors, foundations, community partners, volunteers, and other stakeholders to deepen engagement and inspire support for Carpenter Hospice's mission. The Director also leads and supports a high-performing Fund Development team, ensuring excellence across fundraising, communications, marketing, volunteer services, and community engagement.

As Carpenter Hospice approaches its 25th anniversary, this role offers an exciting opportunity to honour the organization's legacy while helping shape its next chapter of growth and service. The successful candidate is a visionary leader, accomplished fundraiser, and exceptional relationship builder who inspires philanthropy,



cultivates strategic partnerships, develops high-performing teams, and serves as a trusted ambassador for Carpenter Hospice throughout the community.

Why Join Carpenter Hospice?

Carpenter Hospice is a compassionate, community-based organization dedicated to providing exceptional hospice palliative care and support to individuals and families. As we celebrate 25 years of caring for our community, we are seeking a collaborative and visionary leader to help build the future of Carpenter Hospice while honouring the people, partnerships, and values that have shaped our history.

Key Responsibilities

- Contribute to organizational strategic planning and serve as an active member of the Senior Leadership Team, providing leadership on community impact, engagement, philanthropy, culture, and organizational performance.
- Develop and implement an integrated Community Impact and Engagement Strategy aligned with Carpenter Hospice's strategic priorities, including philanthropy, communications, marketing, volunteer services, and stakeholder engagement.
- Lead fundraising and revenue development strategies, including annual giving, major gifts, corporate sponsorships, grants, events, planned giving, monthly giving, and digital fundraising initiatives to achieve sustainable revenue growth.
- Cultivate and steward relationships with donors, sponsors, foundations, community partners, and the Board of Directors to advance philanthropic goals and organizational priorities.
- Monitor fundraising performance, key performance indicators, and return on investment, using data and insights to inform strategy and achieve annual revenue targets.
- Support the Board of Directors and committees through strategic advice, reporting, and engagement in philanthropy, community relationships, and organizational initiatives.
- Build and strengthen strategic partnerships with healthcare organizations, municipalities, businesses, educational institutions, foundations, and community agencies to enhance Carpenter Hospice's visibility and community impact.
- Provide strategic oversight of volunteer services and wellness programs, ensuring they are responsive, innovative, accessible, and aligned with community needs.

- In collaboration with the Communications Lead, provide strategic direction for marketing, communications, and brand initiatives, including media relations, digital communications, storytelling, publications, and public engagement.
- Oversee departmental planning, budgeting, performance measurement, and reporting to support effective decision-making, accountability, and continuous improvement.
- Lead, mentor, and develop a high-performing team while fostering an inclusive culture of collaboration, innovation, accountability, and continuous learning.

Qualifications

- Master's degree in Business Administration, Health Administration, Communications, Public Relations, Fundraising, Nonprofit Management, or a related field preferred. An equivalent combination of education, professional training, and progressive leadership experience will also be considered.
- Minimum of 8–10 years of progressive leadership experience in fundraising, philanthropy, healthcare, hospice, or the charitable sector.
- Demonstrated success leading fundraising programs with responsibility for significant annual revenue targets.
- Proven success securing major gifts and developing strategic partnerships.
- Experience working collaboratively with Boards of Directors, volunteers, donors, community leaders, and external stakeholders.
- Experience leading multidisciplinary teams and organizational change.
- Experience in healthcare, hospice, or community-based services is considered an asset.
- CFRE designation is considered an asset.

Leadership Competencies

- Strategic and systems thinker with strong business acumen.
- Exceptional relationship builder with outstanding interpersonal and communication skills.
- Collaborative, inclusive, and values-based leadership style.
- Ability to inspire, mentor, and develop high-performing teams.
- Demonstrated ability to influence, build consensus, and lead change.



- Strong analytical, financial, and decision-making skills.

Working Conditions

- Flexibility to work occasional evenings and weekends for events and community activities.
- Travel within Burlington and surrounding communities as required.

Hours of Work

Monday to Friday, 9:00 am to 5:00pm; thirty-seven and half (37.5) hours per week.

Equity and Accessibility Statement

Carpenter Hospice is committed to fostering an inclusive, respectful, and accessible workplace. We welcome applications from individuals of all backgrounds and are committed to providing accommodation throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

How to Apply

Please submit your resume and a cover letter to **hr@thecarpenterhospice.com** and use the subject line: **[Job Title] Application – Your Name**. We appreciate the interest of all applicants. However, only those selected for an interview will be contacted. Reference check will be conducted for potential candidates and the information collected will be used in making the final hiring decision.