



P.O. Box 357 5494 Highway 540 M'Chigeeng, ON. P0P 1G0  
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**Weengushk Film Institute is a not for profit organization that is currently looking for a self-motivated individual to be a part of our team.**

**Position: 1 – Full - time Director of Development**

The Director of Development, has a convincing track record of developing and implementing an effective, comprehensive annual fund program. Reporting to the Executive Director and partnering with WFI programming staff. This manager develops and implements the annual fund strategies and programs that include the identification, cultivation, solicitation, and stewardship of annual funding from governmental, arts councils, corporate sponsors, foundations and annual gifts from friends, including personal solicitations, telemarketing, and direct mail.

An experienced and motivated Director of Development with strong strategic and tactical management skills and an unflinching commitment to purpose will help the institution realize its long-term financial goals.

**Position Responsibilities:**

- Planning develops and implements a strategic plan of action with objectives, timelines and evaluation plans for the Annual Fund program that includes identification, cultivation, solicitation and stewardship of constituents.
- Creates and administers a program and activities to raise funds from governmental, arts councils, corporate sponsors and foundations. As well as to solicit gifts from private donors and friends including personal solicitations, telemarketing, and mail programs for the Annual Fund.
- Management supervises, mentors and evaluates work of annual fund staff; makes decisions regarding hiring, discipline, and termination.
- Coordination and development of database and report writing software to retrieve data. Performs manipulation related to all aspects of the annual fund program. Uses statistics to evaluate current Annual Fund programs and to make recommendations for program changes.
- Thinks out of the box and makes quick recommendations in a very fluid environment.
- Assists the IT Specialist in developing computerized systems and records that provide proper documentation and tracking of annual fund operations.
- Responsible for writing and evaluating Annual Fund program, funding applications, and reporting of program's progress to Executive Director and WFI Board of Directors.
- Oversees the acknowledgment and recognition of all annual fund gifts, including issuing tax receipts, and annual report to donors.

**Experience & qualifications:**

- Bachelor's degree and three to five years of successful annual fund management experience.

- Strong, collaborative, energetic individual with seasoned fundraising skills.
- A results-oriented individual who demonstrates the ability to work well with people at all levels of an organization, warmly develops relationships with diverse constituencies, and simultaneously employs keen judgment for the best opportunity for success.
- Represents annual fund issues and promotes community awareness and support for the annual fund program. Works closely with Executive Director and other departmental directors.
- Will demonstrate knowledge of the principles and practices associated with fundraising in Aboriginal Communities, Governmental funds, arts councils, foundations, corporate and private donors. Including  direct mail, and telephone solicitations.
- In leading the entire annual fund effort, from strategizing to implementation to management of a creative staff, this Director will need mature management and communication skills, the ability to shepherd a targeted effort within a larger and more complex department, and the operational skills that ensure tactical project management.
- Strong computer and analytical skills are required along with excellent writing skills.
- It is important for a candidate to feel a commitment to the film institution, mission, programs, and future aspirations of Weengushk Film Institute.
- The uniqueness of the Weengushk Film Institute, requires understanding and appreciation to better cultivate donors on their own terms.

**Working Conditions:**

The position of Director of Development requires great flexibility in hours available for work, including evenings and weekends. While the position is considered full-time and remuneration is based upon 40 hr./week for 52 weeks per year, the number of hours required are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year.

**Please send a cover letter, resume, and three work related references to:**

Attn: Marilyn Gray, Executive Director  
 Weengushk Film Institute  
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