



Tyndale St-Georges Community Centre is seeking a collaborative, strategic, and relationship-oriented Director of Fund Development to help strengthen the long-term sustainability of our organization and advance our mission in Little Burgundy.

Reporting to the Executive Director and working in collaboration with the Board of Directors, Fundraising Committee, staff, volunteers, and community partners, the Director of Fund Development will lead and support a broad range of fundraising activities, including major donor relationships, annual giving, stewardship, campaigns, partnerships, and special events.

This is an opportunity for a thoughtful fundraising professional who believes that strong community impact requires strong organizational capacity. We are looking for someone who understands that fundraising is not only about securing gifts, but also about building trust, listening carefully, investing in relationships, and helping create the conditions that allow a mission-driven organization to thrive.

### **About Tyndale St-Georges Community Centre**

Tyndale St-Georges Community Centre has served the Little Burgundy community for nearly 100 years. Through programs for children, youth, families, adults, and seniors, Tyndale works alongside community members to support education, opportunity, belonging, connection, and well-being.

As we approach our 100th anniversary in 2027, Tyndale is entering an important period of growth, reflection, and renewal. Fund development will play a central role in sustaining and expanding our impact.

### **Summary of the Role**

The Director of Fund Development is responsible for developing and implementing a comprehensive fundraising strategy that supports diversified, sustainable, and largely unrestricted revenue. This includes identifying, cultivating, soliciting, and stewarding supporters and partners, while supporting the Executive Director, Board members, committees, and colleagues in their fundraising roles.

The successful candidate will bring sound judgment, emotional intelligence, strong communication skills, and a belief in the importance of investing in people, systems, relationships, and communications in order to increase long-term community impact.

### **Key Responsibilities**

#### ***Fundraising Strategy and Relationship Management***

The Director of Fund Development will develop and implement a multi-year fundraising strategy focused on sustainable and diversified revenue, with an emphasis on individual giving, major donor relationships, flexible funding, community partnerships, and long-term organizational sustainability.

The Director will lead and grow Tyndale's major donor strategy, with a focus on deepening relationships with current supporters and identifying high-potential prospects. This includes identifying, cultivating, soliciting, and stewarding supporters; developing tailored proposals, reports, and communications; and supporting Board and Committee members in relationship-building and solicitation.



The Director will maintain accurate records, prospect notes, and pipeline tracking, and provide regular fundraising updates and analysis to support decision-making.

### ***Annual Giving and Community Engagement***

The Director will plan and implement a broad annual solicitation strategy, including seasonal appeals, year-end giving, targeted outreach, renewal strategies, and other engagement initiatives throughout the year.

This role will oversee stewardship, recognition, retention, gift processing, and acknowledgements. The Director will also work with communications staff to ensure consistent and compelling messaging across appeals, newsletters, reports, digital communications, updates, and other touchpoints.

Using data and segmentation, the Director will identify opportunities for renewed giving, increased engagement, and growth.

### ***Events and Community Fundraising***

The Director will support fundraising and community engagement events in a collaborative role, working with the Executive Director, Special Events Director, staff, volunteers, and external partners.

Responsibilities include contributing to event strategy, sponsorship development, relationship-building, and follow-up stewardship. The Director will help ensure that events align with broader fundraising, communications, and community engagement goals, while monitoring revenue, expenses, and fundraising outcomes in collaboration with the Executive Director and relevant committees.

### ***Partnerships and Institutional Support***

The Director will help strengthen relationships with key partners whose values align with Tyndale's mission and community impact.

As needed, the Director will support the Executive Director and relevant staff with government funding opportunities, church partnerships, corporate and community partnerships, and other institutional or community-based funding relationships. The Director may also contribute to proposals, reports, case statements, impact summaries, and partner communications.

### ***Internal Collaboration and Culture of Philanthropy***

The Director will work collaboratively across departments to align fundraising with program priorities and organizational needs. They will support colleagues, Board members, and volunteers in understanding their role in fundraising and stewardship, and contribute to a positive, respectful, and mission-driven workplace culture.

The Director will help strengthen a culture in which philanthropy is understood as a shared organizational responsibility and as an investment in Tyndale's people, programs, infrastructure, and long-term capacity to serve the community.



Centre communautaire  
**Tyndale St-Georges**  
Community Centre

## **Qualifications and Experience**

### ***The ideal candidate will bring:***

- Experience in fundraising, fund development, relationship management, communications, or a related field
- Demonstrated ability to build and maintain strong relationships with supporters, partners, volunteers, and colleagues
- Experience with major gifts, annual giving, stewardship, fundraising campaigns, proposal writing, or partnership development
- Strong written and verbal communication skills
- Ability to translate program impact into compelling communications
- Strong organizational skills and attention to detail
- Comfort working with databases, spreadsheets, and fundraising data
- A collaborative leadership style and the ability to work effectively with staff, volunteers, committees, and Board members
- Knowledge of the non-profit, community, or social service sector is an asset
- Bilingual

## **Compensation and Benefits**

Tyndale offers a highly competitive salary and benefits package, reflecting the importance of this leadership role and our commitment to investing in the people and capacity needed to advance our mission.

## **Why Join Tyndale**

This role offers the opportunity to contribute to a deeply rooted community organization at an important moment in its history. The Director of Fund Development will help strengthen the relationships, partnerships, and resources that allow Tyndale to continue serving children, youth, families, adults, and seniors in Little Burgundy.

At Tyndale, fundraising is understood as more than revenue generation. It is a way of building trust, deepening community commitment, and ensuring that the organization has the people, tools, systems, and capacity needed to deliver meaningful and lasting impact.

Submission deadline: **May 29, 2026, 5:00pm**

Please send your CV, letter of intent and two references to: Shauna Joyce, Executive Director  
[shaunajoyce@tyndalestgeorges.com](mailto:shaunajoyce@tyndalestgeorges.com)

Tyndale St-Georges is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse population it serves.