



The **Inter-Cultural Association of Greater Victoria** (ICA) is an award-winning settlement agency that has contributed to Greater Victoria's vibrant community for over fifty years. ICA's services range from guiding immigrant entrepreneurs as they create small businesses to supporting vulnerable newcomers to become confident, contributing members of our community. In partnership with more than 500 community partners and generous donors and volunteers, ICA serves as a helping hand, a listening ear, and a tireless advocate for immigrants and refugees.

ICA is growing and is looking for a Director of Development who can help ensure sustainable funding for the future. Reporting to the CEO, this person will work closely with the Executive Team to develop and execute comprehensive fundraising strategies to sustain and enhance operational goals and programming while diversifying the organization's funding sources. This position will play a lead role developing and implementing diverse revenue strategies including expanding ICA's individual donor support, increasing grant funding, and exploring new approaches to growing ICA's funding. This is a new position at ICA and will involve fostering external and internal relationships; identifying new sources of support; and engaging the community to support ICA's growth. The Director of Development ensures inclusive service to all individuals, including Black, Indigenous, People of Colour, LGBTQ2+, Indigenous communities, and those with diverse abilities.

What You Will Be Doing:

- Lead the development of an integrated fundraising strategy for the organization in collaboration with the CEO, Directors and Board of Directors.
- Execute and evaluate comprehensive fundraising strategies, including engagement with public and private funders, foundations, legacy and major gifts, special appeals, and fundraising events.
- Act as the primary advocate for fundraising initiatives by creating cohesive fundraising plans
- Cultivate new and diverse funding relationship opportunities and strategically manage a portfolio of existing donors.
- Be responsible for the optimization and continuous improvement of fundraising systems/tools in place for adequacy/relevance.
- Evaluate, strengthen and develop donor-centred materials in collaboration with communication department and Development Coordinator to cultivate, acquire, and steward donors.
- Supervise, support, and collaborate a small team of coordinators to ensure organizational goals are met.
- Collaborate with staff on development opportunities and strategies.
- Performing other related duties as assigned.

What You Will Bring to The Role:

- A minimum of five years of experience in fundraising with a proven track record of soliciting gifts and a commitment to ethical best practices.
- An undergraduate degree in public policy, nonprofit management, social sciences, marketing, or a related field.
- A Certified Fund-Raising Executive (CFRE) credential is preferred.
- Demonstrated experience in securing major gifts, leading capital campaigns, gift planning, prospect management and donor relations.



- Strong writing skills including grant writing, fundraising appeals, case statements and other development related materials.
- Strong presentation and public speaking skills.

What We Will Provide:

- A purpose-driven organization where innovation and ideas are valued — everyone has a voice at every level of the organization.
- The opportunity to use your unique knowledge and skills for purposeful work that will make a positive impact in people's lives and our community.
- A passionate and diverse team to work with and learn from with a professional development fund to support your growth. We speak 38+ languages at ICA!
- An inclusive workplace that welcomes all perspectives and is dedicated to do their part in true and lasting reconciliation with Indigenous communities.
- A strong benefits package.

Compensation & Hours: This position is budgeted at \$105,000 annually with a flexible 35-hour work week. ICA offers a competitive total package with benefits, a pension plan, vacation days and other types of paid time off.

Location: 102-808 Douglas Street, Victoria, BC

Application Information:

If this exciting leadership opportunity speaks to you, [please apply with your resume and cover letter. Additional information on this role can be found in the full job description.](#)

This position will remain **open until a suitable candidate is found** but a review of resumes will start immediately so please do not delay applying.

We look forward to connecting with you!

ICA strives to create a team that is as diverse as the clients we serve and strongly encourages people from BIPOC, LGBTQ2+, and Indigenous communities and those with diverse abilities to apply. If you require accommodation in the recruitment process or have questions, please let us know by contacting us at daniel@engagedhr.com.

We acknowledge the Coast Salish Peoples on whose territories we do our work to support immigrants and refugees. We are grateful to work and live here, and we honour the Nations who have always cared for these lands, waters and air and continue to do so today.