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Toronto, ON M1B 5K7
www.torontozoo.com

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Chair
Councillor Paul Ainslie

Chief Executive Officer
Dolf DeJong

Chief Operating Officer
Robin D. Hale

2018-10-18

**REQUEST FOR PROPOSAL
RFP 53 (2018-10)
RECRUITMENT SERVICES – EXECUTIVE DIRECTOR
TORONTO ZOO WILDLIFE CONSERVANCY**

The Toronto Zoo requests qualified Proponents for the provision of Executive Search services to assist in the recruitment and selection of an Executive Director for the Toronto Zoo Wildlife Conservancy. The Toronto Zoo Wildlife Conservancy (Conservancy) is the new charitable organization formed for the purpose of fundraising that will ultimately benefit Toronto Zoo programs and initiatives. The successful Executive Search Consultant (“Consultant”) will advise the Board of Directors of the Conservancy and the Chief Executive Officer (CEO) of the Toronto Zoo by assisting with the sourcing and assessment of candidates for this position.

Submission

Quotation must be submitted at the following address, Toronto Zoo, Administrative-Support Centre, Purchasing & Supply, 361A Old Finch Avenue, Toronto, Ontario, M1B 5K7 by

Thursday, 2018-11-08, by 1200 hours (noon) local time

The quotation submitted shall remain in effect and irrevocable for a period of ninety (90) days from the Request for Quotation submission date.

RIGHT TO ACCEPT OR REJECT QUOTATIONS

The Board of Management of the Toronto Zoo reserves the right to reject any or all quotations or to accept any quotation, should it deem such action to be in its interests.

Yours truly,

Paul K. Whittam
Manager, Financial Services

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1.0 INSTRUCTIONS

- 1.1 Ensure that you have received all **16** pages of the RFP package.
- 1.2 Complete ALL FORMS in section 7.0 and return by due date and time received on or before **Thursday, 2018-11-08, by 1200 hours (noon) local time** or your Quotation will not be considered. Include signed copies of any addenda with your Quotation package.
- 1.3 Provide **four (4)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL and **three (3)** copies of the original proposal clearly marked as COPY and **one (1)** electronic copy (Microsoft Word or PDF) on a CD or flash drive in a sealed package or envelope. The original and all copies should be identical (excluding any obvious differences in labeling as noted above).
- 1.4 If the Toronto Zoo determines that an amendment is required to this RFP, the Toronto Zoo representative will issue by email or post a written addendum on the Toronto Zoo Website that will form part of this RFP. No amendment of any kind to the RFP is effective unless it is provided by email or posted in a formal written addendum on the Toronto Zoo website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda and acknowledged on the submission form.
- 1.5 Proposals must not be submitted by facsimile or email.
- 1.6 Unless otherwise indicated herein, the prices stated are payable in Canadian Funds.
- 1.7 Show itemized cost of HST if applicable.
- 1.8 Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.9 Prices shall remain in effect for a period of ninety (90) days from the RFP due date.
- 1.10 For any questions concerning the contract terms and conditions of this RFP, please contact:

Peter Vasilopoulos
Supervisor, Purchasing & Supply Tel:
416-392-5916
Fax: 416-392-6711
E-mail: pvasilopoulos@torontozoo.ca

For any technical queries concerning the specifications of this RFP, please contact:

Shawna Findlay-Thompson
Manager, Human Resources Tel:
416-392-5925
E-mail: sfindlay-thompson@torontozoo.ca

2.0 INTRODUCTION AND BACKGROUND

2.1 Introduction

The Toronto Zoo requires the services of an Executive Search firm to assist in the recruitment and selection of an Executive Director for the Toronto Zoo Wildlife Conservancy. The Toronto Zoo Wildlife Conservancy (Conservancy) is the new charitable organization formed for the purpose of fundraising that will ultimately benefit the Toronto Zoo mission. The successful Executive Search Consultant (“Consultant”) will advise the Board of Directors of the Conservancy and the Chief Executive Officer (CEO) of the Toronto Zoo by assisting with the sourcing and assessment of candidates for this position.

2.2 Background

Opened in August of 1974, the Toronto Zoo is one of the top ten zoos in the world and is fully accredited through the Association of Zoos and Aquariums and Canada’s Accredited Zoos and Aquariums. The Toronto Zoo is home to over 5,000 animals, many of which are threatened or endangered species. The Toronto Zoo is guided by its current Strategic Plan (2015-2020) that outlines the mission of the Zoo as a living centre for education and science, committed to providing compelling guest experiences and inspiring passion to protect wildlife and habitats. Its vision is to be Canada’s national leader in saving wildlife to ensure the rich diversity of nature for future generations. In 2018 and beyond, the Zoo will also be implementing its 2016 Master Plan – Securing a Sustainable Future, reflecting a balance of modernization, transformational, and innovative initiatives to transform the Toronto Zoo over the next 15-20 years. The Toronto Zoo is visited by approximately 1.3 guests annually and is an agency of the City of Toronto. The Board of Management of the Toronto Zoo (the Board) is the governing authority of the Zoo, responsible for its policies, operations and assets. The Board has 12 members, four are City Councillors and eight are citizen representatives. All Board members are appointed by the City of Toronto and serve without remuneration.

The Board of Directors of the Toronto Zoo Wildlife Conservancy is the governing authority of the Conservancy and its main purpose of fundraising with initiatives to support the mission of the Toronto Zoo as a living centre for education and science, providing compelling guest experiences and inspiring passion to protect wildlife and habitats. Reporting to the Board of Directors of the Toronto Zoo Wildlife Conservancy, the Executive Director is responsible for the management of all fundraising activities including major gift program, capital campaign, special events and serving as a resource on government relations. The Executive Director will work very closely with the Chief Executive Officer of the Toronto Zoo, to fulfil the main purpose and mission of the Conservancy as outlined above. The skill set required for this particular position is outlined in Appendix 1. The successful candidate will have demonstrated senior management achievements and leadership in all key aspects of fund development, donor relations, government relations as well as research and database management. The successful candidate will work closely with the Board of Management’s Fundraising and Sponsorship Committee to successfully launch the Toronto Zoo’s Capital Campaign.

2.3 Scope of Work

The Toronto Zoo would like to engage a Consultant experienced in the recruitment of executive level management positions at the CEO level, to source potential candidates and develop a short list to be interviewed. The terms of this engagement are outlined in the deliverables set out below:

- 2.3.1 Confirm position description, including desired skills and qualifications.
- 2.3.2 Identify any potential conflict of interest in accepting this assignment and/or an explanation how such conflicts would be managed.
- 2.3.3 Prepare executive search materials.
- 2.3.4 Develop and identify a recruitment strategy based on Toronto Zoo’s needs.
- 2.3.5 Source candidates using appropriate methods, e.g. network contacts, referrals, advertising etc.

- 2.3.6 Screen and assess candidates against set qualifications.
- 2.3.7 Prepare a short list of candidates to be interviewed by the Board’s designated Interview Panel.
- 2.3.9. Conduct reference checks of the final candidates.
- 2.3.10. Provide details on the firms “quality” guarantee.
- 2.3.11. For the duration of the 1 year probationary period, provide at no cost a “quality” guarantee and candidate replacement should he/she leave the employ of the Toronto Zoo and/or his/her job performance is determined to be unsatisfactory in the opinion of Board of Management of the Toronto Zoo.
- 2.3.12. To fill the position as soon as possible.

2.4 Required Skills, Experience and Credentials

The Board seeks the services of a consultant who has a thorough knowledge of and experience with executive management recruitment. The following skills, experience and credentials are required:

- 2.4.1 Previous professional experience with executive management search services, including sourcing and evaluating candidates.
- 2.4.2 Knowledge and professional experience with public sector and/or not for profit recruitment.
- 2.4.3 Relevant experience and demonstrated ability to recruit in the international market.

3.0 SCHEDULE OF EVENTS

The following is a tentative schedule for the Executive Director Recruitment process. The final schedule will be developed jointly with the successful proponent in the first week of project execution:

Pre-Award	
Release of RFP	Thursday 2018-10-18
Proponents’ Question Deadline	Wednesday 2018-10-24
Submission Due	Thursday 2018-11-08
Proposal Presentation, if required	Week of 2018-11-18
Notification of Award By the Toronto Zoo	Week 2018-11-25
Post-Award	
Commencement of Work	Week 2018-11-25

The RFP process and project will be governed according to the above schedule or other schedule provided by the Proponent and approved by the COO of the Toronto Zoo. Although every attempt will be made to meet all dates listed, the Toronto Zoo reserves the right to modify any or all dates at its sole discretion. Appropriate notice of change will be provided, in writing, as soon as is feasible so that each Proponent will be given the same non-preferential treatment.

4.0 PROPOSAL SUBMISSION FORMAT

Evaluation of Proposals is facilitated when proponents respond in a similar manner. The following page format and sequence should be followed to provide consistency in the Proponent response and ensure each Proposal receives full consideration.

- 4.1 Title page, showing Request for Proposal number, Proponent’s name.
- 4.2 The page letter of introduction, including duly executed proposal form, signed by the person or persons authorized to sign on behalf of and bind the Proponent to the statements made on the Proposal.
- 4.3 Table of Contents.

- 4.4 Executive summary of no more than two (2) pages that outlines the key components of proposal and solution.
- 4.5 Corporate Information including firm’s financial strength and ownership structure.
- 4.6 Detailed experience, background and other similar project opportunities completed in the Not for Profit (NFP) market within the past five (5) years.
- 4.7 Detailed organizational chart and biographies of team lead and key members and their roles.
- 4.8 Provide a project timeline, outlining the number of months and specific milestones/phases, from inception of the assignment to offer date and your (and other applicable personnel) role (s) in each phase.
- 4.9 A breakdown of proposal fee details (professional fees and other associated costs).
- 4.10 Identified conflict of interests in the event if the Proponent’s representation of any of its clients could create a conflict of interest should the Proponent provide services to the Toronto Zoo.
- 4.11 Provide three (3) references including name, address contact person and telephone number from clients with similar projects as outlined in this RFP, do not list the Toronto Zoo as a reference.

5.0 PROPOSAL EVALUATION CRITERIA

- 5.1 The Proponent is urged to ensure that its Proposal is submitted in the most favourable terms in order to reflect the best possible potential, since less than best potential could result in exclusion of the Proposal from further consideration.
- 5.2 The Agreement will not be awarded to the Proposal with the lowest cost, but rather, award shall be based on a combination of related expertise, prior project experience and price. Additionally, the Zoo may accept or reject any part of the Proponent’s bid.
- 5.3 An Evaluation Team comprised of representatives designated by the Zoo will evaluate responses to the RFP.
- 5.4 There are three steps to the pre-defined evaluation process:
 - Step 1 – Initial Review of Responses
 - Step 2 – Evaluation of Submitted Proposals
 - Step 3 – Evaluation of Presentations

5.5 Step 1 – Initial Review of Responses

The Zoo will open only those Proposals received by the Proposal Deadline and time specified within this RFP. Immediately upon opening, the Zoo will review each Proposal for compliance with the instructions and conditions applicable to this RFP. The Zoo, at its option, may seek Proponent retraction and clarification of any discrepancy/contradiction found during its review of Proposals.

5.6 Step 2 – Evaluation of Submitted Proposals

- 5.6.1 The Evaluation Team will evaluate each submitted Proposal, that has passed through Step 1, on criteria that will include, but not necessarily be limited to, the following:

Evaluation Criteria	Points
Depth and breadth of the Project team’s relevant qualifications and experience in public sector executive especially in NFP assignments	25
Depth and breadth of the Project team Lead’s relevant qualifications and experience in public sector executive	25

especially in NFP assignments	
Understanding of Project scope of work and details on the general approach and methodology to executive recruitment and selection that proponent would take in performing the services outlined within the RFP	25
Fee /value for money	15
References	10

Toronto Zoo will rate proposals based on various factors including responsiveness to the requirements laid out in this RFP, cost and technical expertise of bidder and staff members, with relevant past experience and ability to complete the project within the required timeframe being a key element.

- 5.6.2 The Zoo may, at its discretion, eliminate a Proposal from further consideration if it deems the overall cost to be prohibitive.
- 5.6.3 A short-list of suitable Proponents may be established who may be invited to Step 3 to provide presentations related to their Proposal.

5.7 Step 3 – Evaluation of Presentations (If Required)

- 5.7.1 Invited Proponent(s) shall provide presentations in support of their Proposals or to demonstrate or otherwise expand on the information contained therein.
- 5.7.2 The Proponent(s) shall ensure that the presentation is made by well versed staff with the authority to make decisions and commitments on behalf of the Proponent.
- 5.7.3 Any and all costs incurred by the Proponent in order to prepare for and attend the presentation and/or demonstration including transportation, food, lodging, etc. shall be borne entirely by the Proponent.

5.8 The final score is then calculated as illustrated in the following table:

Evaluation	Score
Step 1 – Initial Review of Submitted Proposals	Prerequisite
Step 2 – Evaluation of Submitted Proposals	Maximum 100
Step 3 – Evaluation of Presentations (If Required)	(Maximum 50 If Required)
Total maximum score excluding Presentation	100
Total maximum score including Presentation	150

- 5.9 By responding to this Proposal, the Proponent agrees to accept the recommendation of the Evaluation Team as final.
- 5.10 All Proposals shall be submitted by the Proponent on the understanding that the Proposals shall become the property of the Zoo.
- 5.11 After the Toronto Zoo selects a Preferred Proponent or Preferred Proponents, then it may:
- 5.12 Enter into a Contract with the Preferred Proponent;
 - a) or enter into discussions with the Preferred Proponent to attempt to finalize the terms of the Contract(s), including financial terms, and such discussions may include:
 - b) clarification of any outstanding issues arising from the Preferred Proponent's Proposal;

- c) negotiation of amendments to the Preferred Proponent's price(s).

If at any time the Toronto Zoo reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Toronto Zoo may then either open discussions with another Proponent or terminate this RFP and reissue the RFP or obtain the Parking Equipment and Services in some other manner.

6.0 TERMS AND CONDITIONS

6.1 Definitions:

“**Board**” means the Board of Management of the Toronto Zoo

“**Vendor**” or “**Consultant**” means the person or persons or Corporation to whom the purchase order is issued.

“**Services**” or “**Work**” means everything that is necessary to be performed, furnished delivered by the Consultant to meet the Consultant’s obligation under this Contract;

- 6.2 **Vendor Assurance:** Unless otherwise stated, the goods, material, articles, equipment, work or services, specified or called for in or under this Quotation, shall be delivered or completely performed, as the case may be, by the Vendor as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.

- 6.3 **Time of the Essence:** For all requests made by the Toronto Zoo to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the Toronto Zoo, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

- 6.4 **Invoicing:** Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the head office of the Board. Any Goods and Services Tax applicable shall be shown as a separate item. The Vendor’s GST registration number must be indicated on the invoice. The Vendor shall clearly show any special charges such as packaging and freight as separate items on the invoice. Payments to non-resident Vendors may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Vendor provides the Board with a letter from Revenue Canada, Taxation waiving the withholding requirements, the Board will withhold the taxes it determines are required under the Income Tax Act (Canada). All payments are subject to terms of Net 30 days from receipt of goods/services.

- 6.5 **Right to Cancel:** The Board shall have the right to cancel at any time this Quotation or any contract or any part of any contract resulting from this Quotation in respect of the goods, material, articles, equipment, work or services set out in this Quotation or any such contract or part of such contract, not delivered or performed at the time of such cancellation, and the Board will not be responsible to make any payments in respect of any such goods, materials, articles, equipment, work or services and shall not incur any liability whatsoever in respect thereto. In the event that the Vendor fails or neglects by any act or omission to comply with any of the conditions set out herein, this Quotation or any contract resulting from this Quotation may be unconditionally cancelled by the Board without notice to the Vendor.

- 6.6 **Official Agreement:** No verbal arrangement or agreement, relating to the goods, material, articles, equipment, work or services, specified or called for under this Quotation, will be considered binding, and every notice advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

- 6.7 **Pricing** Prices offered are fixed for ninety (90) days.

- 6.8 **Worker's Rights:** The Vendor shall comply with the conditions of the Board relating to Worker's Rights, a copy of which is available on application to the Manager, Fair Wage and Labour Trades Office, City of Toronto, 18th Floor, West Tower, City Hall, Toronto, Ontario, M5H 2N2 or by phone at 416-392-7300.
- 6.9 **Indemnity:** The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Board, and their servants, employees, officers or agents, hereinafter called the "Indemnities", from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses, brought or made against or incurred by the Indemnities, its or their servants, officers, employees, agents or invitees in any way relating, directly or indirectly, to goods, material, articles or equipment supplied or to be supplied, or to the supplying of goods or services, pursuant to this Quotation, or any other claim, action, suit, demand, loss, cost, charge, damage or expense relating to copyright, trademark or patent with regard directly or indirectly with any such goods, services, material, articles or equipment or the supply or performance thereof.
- 6.10 **Liability for Acts of Vendor Employees, Contractors or Agents:** The Vendor acknowledges responsibility and accepts liability for the acts of any of its employees, contractors and agents while on Toronto Zoo property. The Toronto Zoo reserves the right to request background checks for any individual providing the services requested on behalf of the Vendor.
- 6.11 **Incurred Costs:** The Bidder shall bear all costs and expenses with respect to the preparation and submission of its quotation and the bidder participation in the quotation process, including but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Board, preparation of questions for the Board, and contract discussions and negotiations. The Board shall not be responsible for or liable to pay any quotation costs of any bidder regardless of the conduct or outcome of the Quotation Request, Purchase Order process, or Contract process.
- 6.12 **Guaranty of Quotation:** All goods, material, articles, equipment, work or services, specified or called for in or under this Quotation, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the Offer and this Quotation. The basis on which this Quotation is given shall include any specifications, plans, price schedules, samples, addenda or other details pertaining thereto, or provided in connection therewith.
- 6.13 **Right of Notice:** Any notice that the Board may require or desire to give to the Vendor shall for all purposes to be deemed to have been sufficiently and properly given and afforded by registered mail addressed to the Vendor at the address shown for the Vendor on this form and shall therefore be presumed to have been received by the Vendor on the third day following such registration.
- 6.14 **Formal Contract:** The Vendor may be required and shall, if requested by the solicitor for the Board so to do, to execute and enter into a formal contract that is satisfactory to the solicitor for the Board, in order to document the contract resulting from this Quotation and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Board.
- 6.15 **Charity Status:** The Toronto Zoo is a registered charitable organization (registration #BN 119216398RR0001) and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.
- 6.16 **Education Institute Status:** The Toronto Zoo is a registered educational institute and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.

6.17 **Governing Law:** This RFP and quotation submitted in response to it and the process contemplated by this RFP shall be governed by the laws of the Province of Ontario. Any dispute arising out of this RFP or this RFP process will be determined by a court competent jurisdiction in the Province of Ontario.

7.0 SUBMISSION FORM

The undersigned Proponent having reviewed and fully understood the RFP and all terms and requirements of the RFP and all terms and conditions of the RFP and information provided, hereby submits the attached Quotation and supporting materials (“the Quotation”) in accordance.

I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered _____.

I/We have included the number and type of references require by the RFP and consent to the Board performing checks with those references and with any other relevant references.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any Quotation, should it deem such action to be in its interests.

By submitting a Quotation the Proponent agrees to all of the terms and conditions of this Request for Quotation.

By signing and submitting this Quotation, you are agreeing to the release of your Quotation information, as deemed necessary by the Board, in order to conduct business associated with this Quotation or project.

COMPANY INFORMATION	
Company Name:	
Name of authorized Signing Officer	Title:
Signature:	Date:
Contact Name:	Title:
Address:	
Telephone #:	Fax #:
Email:	Web Site:
HST #:	

DISCOUNT	Discount	Days
Discount allowed for prompt payment and period within which invoice must be paid to qualify.	%	

7.1 REFERENCE FORM

REFERENCES		
Provide the names of three (3) client reference, noting contact person and telephone number for each.		
Contact Name	Brief Description of services provided	Telephone

By submitting this information, I/We hereby authorize the Toronto Zoo for this RFQ to contact the above listed individuals and companies to verify the information contained in my/our Quotation and to ask whatever questions the Toronto Zoo deems necessary to determine my/our suitability as a Bidder. The information obtained in these additional reference checks will be included in the evaluation of the RFQ submission

SUBMISSION LABEL

This address label should be printed and affixed to the front of your sealed tender, quotation and proposal envelope/package submission. Toronto Zoo will not be held responsible for envelopes and packages that are not properly labeled or submitted to an address other than the one listed on this label.

Vendor Name _____

RFP 53 (2018-10) – RECRUITMENT SERVICES – EXECUTIVE DIRECTOR
Closing: Thursday, 2018-11-08, by 1200 hours (noon) local time

**TO BE RETURNED TO
TORONTO ZOO
C/O SUPERVISOR, PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7**

INSTRUCTIONS:

NOTICE OF NO BID

It is important to the Toronto Zoo to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal/Quotation/Tender documents or forms. Please return this completed form by fax or email prior to the official closing date to **Fax Number: (416) 392-6711, or purchasing@torontozoo.ca**

A Proposal/Quotation/Tender is not submitted for the following reason(s):			
<input type="checkbox"/>	Project/quantity too large.	<input type="checkbox"/>	Project/quantity too small.
<input type="checkbox"/>	We do not offer services or commodities to these requirements	<input type="checkbox"/>	Cannot meet delivery or completion requirement
<input type="checkbox"/>	We do not offer this service or commodity.	<input type="checkbox"/>	Agreements with other company do not permit us to sell directly.
<input type="checkbox"/>	Cannot handle due to present commitments.	<input type="checkbox"/>	Licensing restrictions
<input type="checkbox"/>	Unable to bid competitively.	<input type="checkbox"/>	We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/>	Insufficient information to prepare quote/proposal/tender	<input type="checkbox"/>	Specifications are not sufficiently defined
<input type="checkbox"/>	We are unable to meet bonding or insurance requirements.	<input type="checkbox"/>	

<u>Other reasons or additional comments (please explain):</u>

Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	



POSITION DESCRIPTION: Executive Director

CORPORATE LEGAL ENTITY: Toronto Zoo Wildlife Conservancy

Basic Function: Reporting to the Board of Directors of the Toronto Zoo Wildlife Conservancy, the Executive Director will work very closely with the Chief Executive Officer of the Toronto Zoo, to fulfil the main purpose and mission of the Conservancy in support of the Toronto Zoo as a living centre for education and science, providing compelling guest experiences and inspiring passion to protect wildlife and habitats. . The Executive Director is responsible for the management of all fundraising activities including major gift program, capital campaign, special events and serving as a resource on government relations.

Responsibilities:

Direct and manage the operations of the Conservancy, developing goals and objectives for the organization while ensuring efficient utilization of their human and financial resources to achieve established performance objectives

Administer and organize an annual donations program, capital campaign and ongoing funding to be used for the stated purposes of the Conservancy and the Toronto Zoo.

Plan for the expansion of fundraising activities including the evaluation of staff and Committee performance

Develop, implement and maintain sound operating policies and procedures for the Conservancy and ensures that all such policies and procedures are uniformly understood and properly administered.

Ensure that appropriate procedures are instituted and followed to safeguard the well-being of staff and volunteers

Develop, administer and implement the annual fundraising budget in consultation with the CEO of the Toronto Zoo.

Oversee the maintenance of donation records and the processing of all contributions, preparation of bank deposits, bookkeeping, letters of thanks, official receipts for Income Tax purposes.

Direct the preparation of all printed materials to be used in proposal packages for the private sector.

Enlist and train individuals from the corporate, professional and private sectors to assist the Conservancy in seeking funds from the community.

Implement various donor recognition programs accruing from donations programs.

Be aware and acquainted with legislation pertaining to donations, bequests and to assist potential donors in applying same.

Assist the Curatorial and Administrative staff of the Toronto Zoo in seeking out private donors to the Conservancy.

Work with committees and staff in promoting the Toronto Zoo in the private sector.

Serve as a resource to the Board Chair, and the CEO of the Toronto Zoo on government relations with regards to fundraising.

Report in a confidential manner to the Board Chair on matters of staff and fundraising performance.

To advise the Board on all matters dealing with fundraising including Committee structure and responsibilities, aspects of the collective agreement, and supervision of fundraising staff and volunteers.

Work closely with membership, marketing and promotions staff to ensure consistency of approach and message.

Conducts special projects and prepares reports as required by the Board.

Organizational Data

Direct reports include:

Development Director
Campaign Director
Administrative Assistant

Staff Responsibility: 4 other FTE employees in addition to Direct Reports

Financial Responsibility: Annual Operating Budget \$ 1.5 Million

Qualifications

Strong understanding and commitment to conservation of wildlife and to the mission of the Toronto Zoo to saving wildlife to ensure the rich diversity of nature for future generations.

Must possess a Bachelors degree from a recognized post secondary institution in a related field of discipline or the equivalent amount of experience and training.

Must have a minimum of seven years senior management experience with demonstrated achievement and leadership in all key aspects of fund development including Major Gifts, Capital Campaign, Annual Fund and Gift Planning; Donor Relations and Communications; Research and Database Management; Volunteer Relations; Measuring Fund Development Performance.

Previous experience in a non-profit sector desirable.

A strategic thinker with a strong sense of vision.

Possess a proven track record of results in the field of major gifts.

Demonstrated leadership and team building skills including experience in goal setting, motivating, leading, evaluating and developing a capable team of professions.

Possess strong managerial/operational skills.

Understanding of and experience with best practices in financial accountabilities and reporting requirements as it relates to fundraising.

Excellent communications skills both written and orally.

Well developed interpersonal skills.

Must have proven ability to prepare and present brief but accurate and comprehensive reports or presentations to a variety of audiences.

Previous experience in budget preparation and administration.

Solid knowledge of computer programs, including fundraising databases, spreadsheets, word processing and presentation software.

Must be able and willing to work weekends and occasional evenings.

CFRE designation preferred.