

Children's Aid Foundation of Canada Position Description

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| Position Title | Sr. Manager, Major Gifts | Type | Permanent, full time |
| Department | Development | Salary | \$80,000-\$95,000 |
| Reports to | Director, Campaign and Major Gifts | Updated | June 2023 |

About the Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving.

The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

Purpose of the Position

The **Sr. Manager, Major Gifts** is responsible for a growth-oriented portfolio with a focus on identifying, cultivating and soliciting major and leadership gifts from individuals and private family foundations. This position reports directly to the Director, Campaign and Major Gifts and supports fundraising strategies for growth aligned with the Foundation's goals, strategic plan, and priority programs.

To be successful in this position, the candidate must have experience building and maintaining relationships with high-net-worth individuals and foundations. The incumbent must be results oriented, a strong team player, possess strong relationship management skills, and be passionate about creating better resources for underserved children and youth.

Roles and Responsibilities

- Manage a portfolio of 100+ Individual and Foundation donors at the \$25K - \$1 million+ giving levels,
- Manage a small portfolio of corporate donors and prospective donors,
- Identify, cultivate and solicit new prospects to raise incremental revenue,
- Lead donor solicitation and renewal strategies that align with the Foundation's priority programs, including unrestricted giving,
- Effectively manage a renewal strategy for annual Foundation grants
- Develop comprehensive, creative and tailored proposals,
- Working with the Major Gifts team, contribute to annual and campaign fundraising strategy and planning,
- Work with senior/Campaign volunteers and the Board of Directors to identify and research prospects, prepare strategies and conduct solicitation calls,

- Ensure effective donor management organizational frameworks and processes are in place – Call Notes, Call Briefs, Raisers Edge Actions, Correspondence, Stewardship Activities
Work with Sr Manager, Stewardship to ensure that all donor asks/proposals are aligned with the stewardship and recognition matrix

Raiser's Edge NXT:

- Ensure donor files are maintained and updated accurately in a timely fashion,
- Ensure compliance with Raiser's Edge NXT operating policies and procedures.

Skills and Abilities

- Excellent interpersonal and relationship management skills
- Strong written and verbal communications skills
- Ability to work in a fast paced and results-oriented environment
- Excellent organization, planning and administrative skills
- Evidence of leadership and initiative, tact, diplomacy, attention to detail and creativity
- Working knowledge and experience in Raiser's Edge
- Good skills in MS-Word, MS-Excel and MS-PowerPoint, email, calendar, and web browsers
- Alignment to organizational values, "*VOICE*": Vital learning and innovation; Open communications; Inclusion and diversity; Care and compassion; Empowering accountability.

Qualifications

- Relevant post-secondary degree or an equivalent combination of education and experience
- A minimum of 5-7 years of charitable sector experience
- Proven track record of securing six and seven figure gifts and building relationships with high-net-worth individuals and foundations
- CFRE accreditation would be considered an asset

Hours of work

- Regular office hours: 9:00 am to 5:00 pm
- Occasional evenings and weekends during busy periods
- Vacation restrictions during busy periods

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We offer: 4 weeks' vacation per year, plus 3 float days, participation in the OMERS Pension Plan with contributions matched 100% by the employer, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office at least 1 day a week.

We acknowledge that the Foundation's main office is located in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

To Apply:

To apply, please forward a current resume, with a covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "SM, Major Gifts July 2023" in the subject line of your email by August 4, 2023.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.