

## Children's Aid Foundation of Canada Position Description

<b>Position Title</b>	Senior Manager, Corporate Partnerships	<b>Type</b>	Maternity Leave 1 year contract, full-time
<b>Department</b>	Development	<b>Salary</b>	\$75,000-\$95,000
<b>Reports to</b>	Interim Director, Corporate Partnerships	<b>Updated</b>	August 2024

### 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. 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 populations:

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

To learn more about us, [please visit our website](#).

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.



### Purpose of the Position

The Senior Manager, Corporate Partnerships (maternity leave contract) is responsible for fostering and soliciting new and existing multi-year gifts, sponsorships, and cause marketing initiatives from corporate supporters in alignment with the Foundation's goals, strategic plan, and priority programs. We are looking for an experienced and energetic leader with a proven track record in soliciting major gifts and delivering results. The successful candidate must possess exceptional relationship management

skills and be both results-oriented and passionate about supporting youth and families involved in the child-welfare system.

## Responsibilities

### Corporate Revenue and Relationship Management – 70%

- Personally manage a portfolio of corporate and major gift donors (\$25K+)
- New business - Identify, research and solicit new corporate prospects to contribute to corporate team and overall development team revenue goals
- Identify, solicit and steward local and national grant applications
- Develop comprehensive, creative and tailored proposals/partnership pitches, including optimizing corporate revenue potential (i.e. philanthropy, workplace giving, sponsorship and cause marketing)
- Working with the Development team, contribute to annual and campaign fundraising strategy and planning
- Ensure effective donor management organizational frameworks and processes are in place – Call Notes, Call Briefs, Raisers Edge Actions, Proposals, Correspondence
- Provide excellent donor stewardship
- Working with Raiser's Edge to ensure:
  - Ensure donor files are maintained and updated accurately in a timely fashion
  - Ensure compliance with Raiser's Edge operating policies and procedures

### Event Fundraising & Support – 30%

- Working with the Interim Director, Corporate Partnerships, support sponsorship and table sales for the Foundation's annual Gala - Teddy Bear Affair, including sponsorship solicitation, managing the prospect list, tracking activity, reporting results
- Execute stewardship plans for Gala sponsors and table purchasers
- Support fundraising, sponsorship and stewardship for all other Foundation events including Stand Up for Kids Night and Holiday Season Celebration

### Other Initiatives:

- Serve as a CAFC liaison with vendors, volunteers, donors, prospective donors and partners, when required
- Act as CAFC ambassador at all Development and Foundation events

### Performs Other Duties and Responsibilities as Assigned.

## Qualifications

- Relevant post-secondary degree or an equivalent combination of education and experience
- A minimum of 5 years of charitable sector experience, with more than 2 years in corporate giving and/or sponsorship fundraising, or comparable role
- A track record of meeting or exceeding targets from diverse audiences and activities
- Track record of closing 5-figure major gifts independently and at times with support by volunteer
- Experience with cause-related marketing or sponsorship programs is an asset
- CFRE accreditation is an asset

## Competencies and Skills

- Superior interpersonal and relationship building skills
- Excellent written and verbal communications skills
- Ability to work in a fast paced and results-oriented environment
- Excellent organization, planning and administrative skills

- Natural relationship builder – creative, positive and solutions oriented and a strong team player who values collaboration
- Evidence of leadership and initiative, tact, diplomacy, attention to detail and creativity
- Good skills in Raiser's Edge and Microsoft suite of products, or equivalent
- Experience with Canva would be considered an asset
- French language would be considered an asset

### CAFC as an Employer

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.

#### Our Values:

- Vital Learning & Innovation
- Open Communication
- Inclusion & Diversity
- Care & Compassion
- Empowering Accountability

We offer: a generous vacation package, plus 3 float days, the option to participate in the OMERS Defined 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 1-2 days a week.

We acknowledge that the Foundation's main office is 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.

### How 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](mailto:enza@cafdn.org) and include "SM-Corporate Partnerships" in the subject line of your email by September 6, 2024. Applications will be reviewed as they are submitted. You are encouraged to apply early as we are motivated to fill this role as soon as possible.**

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.