



## Children's Aid Foundation of Canada Position Description

<b>Position Title</b>	Manager, Corporate Partnerships	<b>Type</b>	Permanent, full time
<b>Department</b>	Development	<b>Salary</b>	\$60,000-65,000
<b>Reports to</b>	Senior Manager, Corporate Partnerships	<b>Updated</b>	Oct 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 work with three priority populations: Children and families at risk, children and youth in government care and youth transitioning out of care.

We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with 114 child- and youth-serving agencies across the country. Last year we raised over \$18.4M to support 16,073 children, youth and families across Canada to ultimately bring us closer to a future where all families, children and young people involved with the child welfare system live meaningful lives and thrive.

Our vision is a future where the children and youth we serve have the strength and resilience to create a lifetime of their own unstoppable successes.

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

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

### The Opportunity/Purpose of the Position

Reporting to the Senior Manager, Corporate Partnerships, the Manager, Corporate Partnerships plays a key role in increasing revenue received from corporations and community partners by managing a diverse portfolio of donors and sponsors at the \$5K-\$25K gift level in addition to contributing to lead generation and stewarding select partnerships.

To be successful in this position, the candidate must be results oriented and proactive, highly organized, and enjoy being part of an entrepreneurial and growth-orientated environment. The ideal candidate is a team player with developing relationship management and presentation skills to attract and grow a portfolio of corporate donors at the \$5K-\$25K gift level and lead gift-in-kind solicitations to support the success of the Foundation's annual fundraising events. Experience/exposure with prospecting for philanthropy and sponsorship opportunities and ability to compose compelling donor communications will set the ideal candidate up for success and professional growth.

### Specific Accountabilities:

#### Corporate Fundraising and Relationship Management

- Work with the Corporate Partnership team to grow a portfolio of corporate donors, conducting cultivation visits, solicitation calls and stewardship activities
- Identify, research and contribute to building a pipeline of new corporate giving opportunities and prospects to contribute to personal and team revenue goals

- Identify national grant applications, prepare formal requests for support and where appropriate steward the relationship
- Develop comprehensive, creative and tailored proposals/partnership pitches to optimize corporate revenue potential (i.e. philanthropy, workplace giving, sponsorship and cause marketing)
- Prepare donor and prospect correspondence, including requests for support, meeting briefs and call notes
- Work with Development team to contribute to annual and campaign fundraising strategy and goals
- Provide excellent donor stewardship to assigned relationships
- Act as CAFC ambassador at all Development and Foundation events

### **Sponsorship and Event Fundraising Support**

- Manage and grow a defined pipeline of table purchasers and sponsors to secure target revenue goals
- Work with the Senior Manager, Corporate Partnerships, to project manage sponsorship and table sales for the Foundation's annual Gala - Teddy Bear Affair, including managing the prospect list, tracking activity, reporting results
- Lead silent auction and gift in kind solicitation strategy for all Foundation events
- Provide support to Senior Manager, Corporate Partnerships to manage activities and results of the Teddy Bear Affair Silent Auction Committee
- Execute stewardship plans for assigned Gala sponsors and table purchasers with support from Officer, Stewardship and Engagement

### **Raiser's Edge**

- Ensure donor files are maintained and updated accurately in a timely fashion
- Ensure compliance with Raiser's Edge operating policies and procedures
- Working closely with the Finance & Administration Coordinator, complete regular RE data pulls required for various events, ensuring data is captured effectively and ensuring lists are clean

### **Performs Other Duties and Responsibilities as Assigned.**

### **Qualifications**

- Relevant post-secondary degree or an equivalent combination of education and experience
- Growing experience in the fundraising/advancement field or equivalent client-focused environment. Exposure to a non-profit fundraising environment and/or a fundraising campaign is an asset.

### **Required Competencies and Skills**

- Commitment to providing an exceptional donor and volunteer experience
- Sound written and verbal communications/presentation skills that attract, retain and grow corporate and community support
- Ability to establish mutually rewarding relationships; exercising tact and sound judgement independently
- Work collaboratively with colleagues, partners and volunteers at all levels with ease
- Multi-tasker comfortable prioritizing competing demands to thrive in a fast paced and results-oriented environment
- Keen eye to detail and demonstrated ability for accuracy
- Excellent organization, planning and administrative skills, including proficiency with MS Office Suite
- Working knowledge and experience in Raiser's Edge (data entry, data maintenance, and database administration skills) would be considered an asset

- Experience working with Canva and exposure to event and volunteer execution activities would be considered an asset
- French language would be considered an asset

### CAFC as an Employer

Children's Aid Foundation of Canada provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. 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, participation 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 " Manager, Corporate" in the subject line of your email by November 22, 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.