



Position Title	Officer, Stewardship & Engagement	Type	Permanent- FT
Department	Development	Salary	\$60,000-\$70,000
Reports to	Senior Manager, Partnerships & Engagement	Updated	June 2025

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 involved in the child welfare system. Guided by a bold five-year strategic plan and Impact Framework and working alongside over 100 child-and-youth serving organizations across the country, the Foundation is focused on driving meaningful, measurable change through outcomes-based partnerships, philanthropy, and systems-level influence.

Our work is grounded in four key areas of focus that are critical to long-term stability for children and youth in and from care: Education, Employment, Mental Health and Well-being, and Strong Families and Lifelong Connections. Across these areas, we fund and deliver high-impact programs and collaborate with communities, service agencies, and young people on solutions that address the persistent challenges faced by children and youth engaged with the child welfare system.

As we implement our new 2025-2030 strategic plan, Children's Aid Foundation of Canada is entering a pivotal implementation phase, realigning its efforts and structuring its team to maximize measurable outcomes and national reach. Joining the Foundation means being part of a passionate, future-focused team driven by impact and a set of VOICE values. It's an opportunity to be part of a national movement committed to creating a better future for those too often left behind. Together, we are building a future where the children and youth 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 Ideal Candidate:

Are you a connector at heart, inspired by building relationships that unite people around a shared purpose and lasting, meaningful change?

We're looking for a proactive, relationship-focused professional who thrives in a dynamic, purpose-driven environment. You bring a blend of creativity, strategic thinking, and heart to your work whether crafting engaging donor communications, supporting volunteers, or collaborating across teams. You're energized by working in an entrepreneurial, growth-oriented setting where innovation and continuous improvement are encouraged.

To be successful in this position, you are result-oriented, organized, and adaptable, with a strong sense of initiative, and a deep commitment to inclusivity. If you're excited to grow with a team that's passionate about impact, this could be an opportunity for you.

Position Summary:

The Officer, Stewardship and Engagement, plays a key role in planning, coordinating and executing donor engagement and stewardship activities. This role is central to ensuring that corporate and community partnerships feel valued and meaningful connected to the Foundations mission.

Reporting to the Senior Manager, Partnerships and Engagement, the Officer will help shape and deliver exceptional stewardship experience for the Foundation's Corporate donors and Community Partners. This role involves planning personalized donor recognition initiatives, coordinating impact reporting, and leading volunteer engagement opportunities to deepen relationships with key partners. This is an exciting opportunity for someone who is passionate about creating more resources for underserved children, youth, and families and eager to enhance and expand our strong stewardship practices.

Key Responsibilities:

Partner Activation & Donor Stewardship

- Report into the Senior Manager, Partnerships & Engagement to contribute to stewardship and engagement strategies by staying abreast of best practices and new opportunities
- Lead the execution of stewardship and recognition plans for Corporate and Community partners at major giving levels (\$5,000+) and volunteers associated with key Foundation events and programs
 - Project manage stewardship deliverables for all major gifts (\$5,000+) Corporate and Community partners, including gift announcements, partnership summaries, impact reports, employee engagement initiatives, celebration events, associated communications/marketing deliverables and if required oversee award nominations (i.e. AFP Awards)
 - Plan, oversee and expand personalized donor stewardship touch points and larger gratitude initiatives to deepen Corporate and Community partnerships
 - Ensure stewardship and recognition offerings are compelling and meaningful to donors and complies with their gift agreement and the Foundation's donor recognition policy
 - Collaborate with Donor Managers to prepare executable stewardship plans
 - Contribute to bi-weekly Development team stewardship meetings to drive activity and highlight opportunities
- Work closely with the Officer, Database to create annual and campaign donor listings for Foundation publications (i.e. annual reports, campaign newsletters, website) to capture all Corporate and Community partnerships accurately
- Execute timely stewardship deliverables for sponsors post-event (i.e. Teddy Bear Affair Gala, Stand Up for Kids and Holiday Season Celebration)
- Working with the Youth Engagement Officer, recruit, prepare and support Youth Ambassadors for donor stewardship and engagement appearances and activities
- Contribute to the development of how stewardship plans, and deliverables are tracked and coded in Raisers Edge
- Manage thank you letter process for Corporate & Community Partnerships, including drafting template letters for major fundraising initiatives and issuing timely acknowledgement letters to donors by mail as required
- Liaise with Finance to coordinate Corporate/Community pledge reminders and collection
- Act as CAFC ambassador at all Development and Foundation events

Impact Reporting

- Maintain tracker/calendar of Impact Reports for the Corporate and Community Partnership team
- Lead the creation of customized donor impact reports and fundraising program reports; working closely with the Senior Development Officer, Stewardship and Engagement, and Donor Managers
 - Project manage with Impact Team the availability of evaluation content and budget information to meet reporting deadlines and requirements

Volunteer Management & Employee Engagement

- Execute Engagement Strategy to deepen corporate and community partnerships, supporting donor retention and new revenue generation
- Lead recruitment, management and stewardship of volunteers for existing opportunities
- Support planning and execution of new corporate group volunteer & engagement opportunities
- Execute communication strategy to deepen engagement of volunteers
- Working with the Senior Manager, Partnerships & Engagement, provide support to select fundraising committees (i.e. Bike Challenge, Teddy Bear Adventure) and employee engagement initiatives
- Contribute to cross-functional projects and other duties as required

Essential Qualifications and Competencies:

- Relevant experience, typically 2+ years, in the fundraising/advancement field or equivalent client-focused environment, preferably within the charitable or non-profit sector.
- Relevant post-secondary degree or an equivalent combination of education and experience
- Understanding of current best practices in stewardship and donor engagement (or client relationships strategies), with a demonstrated ability to develop and implement strategies that foster long-term relationships with major donors.
- Familiarity with Community Investment/Corporate social Responsibility strategies in Canada's charitable sector
- Ability to coordinate or support volunteers, fostering inclusive, purposeful and engaging opportunities that strengthen relationships
- Strong written and verbal communications skills that honor, retain, and grow donor support
- Proven planning, and organizational skills with the ability to effectively manage multiple priorities independently in a dynamic and results-oriented environment
- Keen eye to detail, demonstrated accuracy, and the ability to work collaboratively with colleagues and partners at all levels, exercising sound judgement
- Strives to create impactful and positive experience for various stakeholders, particularly donors and volunteers
- Deep commitment to youth voice, equity, and system-change values aligned with the Foundation's mission.
- Deep commitment to upholding the Foundation's VOICE values: Vital Learning & Innovation, Open Communication, Inclusion & Diversity, Care & Compassion, and Empowering Accountability.
- Proficiency working with MS Suite 365, communication tools (e.g. Teams, Zoom) and fundraising platform
- Flexibility to work evenings and weekends as required.

Assets (non-essential)

- Lived experience with the child welfare system

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- Experience working in child welfare or social services
 - Working knowledge and experience in Raiser's Edge
 - Bilingual English and French

Children's Aid Foundation as an Employer

Children's Aid Foundation of Canada acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississauga's of the Credit, the Anishinaabeg, 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.

The Foundation 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.

The Foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment process as accessible as possible and provide accommodation as required for applicants with disabilities. If you require any accommodations at any stage of the recruitment process, please contact careers@cafdn.org.

WHY WORK WITH US

At the Foundation, we prioritize your well-being and professional fulfillment by offering:

- A 35-hour workweek to support work-life balance
- A hybrid model, with a mixed blend of remote work and 2-3 days in office (Toronto)
- The opportunity to make a meaningful impact on child welfare
- A generous compensation package, including: 4 weeks' 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.
- A welcoming, supportive, and collaborative work culture that embraces the Foundation's VOICE values.

Our VOICE Values:

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

HOW TO APPLY

To apply, please submit your current resume and a covering letter in one single document, detailing how your qualifications align with this opportunity and the Foundations' mission to

careers@cafdn.org and include “ **Officer, Stewardship and Engagement**” in the subject line of your email by **Friday, July 25, 2025**. 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. Only candidates selected for an interview will be contacted due to high applicant volumes. No telephone inquiries please.

WHAT TO EXPECT IN OUR INTERVIEW PROCESS

We value transparency and want to ensure you feel prepared and supported throughout our hiring process. Here is what you can expect:

Initial conversation: A 30-minute virtual conversation with one of our team members to discuss your interest in the role and Children’s Aid Foundation of Canada and how you can make an impact.

First interview: A 1-hour meeting (in-person or virtual) with the Hiring Manager and relevant team members. We will discuss your skills and how they align with the team’s needs. We will also answer any questions you have about the role, our culture, and the impact we strive to make.

Second interview: A 1-hour in-person meeting with the Hiring Manager and different team members, depending on the role, it can be our CEO! This stage might involve a short pre-assigned presentation, a case study, or a discussion of role-specific scenarios. A brief behavioural assessment is completed in advance of this meeting.

We look forward to getting to know you and sharing what makes Children’s Aid Foundation such a special place to work.