



<b>Position Title</b>	Sr. Manager, Major Gifts	<b>Type</b>	Permanent-FT
<b>Department</b>	Development	<b>Salary</b>	\$80,000-\$95,000
<b>Reports to</b>	Director, Campaign & Major Gifts	<b>Updated</b>	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 purpose-driven and passionate about connecting people to a cause that matter?**

The ideal candidate brings a strong track record in major gifts fundraising and thrives on building authentic, long-term relationships. Organized, thoughtful, and values-led, they approach each interaction with care, communicate with clarity, and contribute meaningfully to a collaborative team working to improve outcomes for children and families

### Position Summary:

The Senior Manager, Major Gifts is responsible for a growth-oriented portfolio with a focus on identifying, cultivating and soliciting major and leadership gifts from individuals from across Canada. This position reports directly to the Director, Campaign & Major Gifts and

supports fundraising strategies for growth aligned with the Foundation's goals, strategic plan, and priority programs.

If you're ready to lead with purpose and build something meaningful, we'd love to hear from you.

### **Key Responsibilities:**

#### **Major Gifts Fundraising and Relationship Management**

- Manage a portfolio of 150+ Individual donors and future supporters with giving capacity primarily in the \$25K - \$100K range
- Identify, cultivate and solicit qualified major gift prospects to expand the pipeline and their own major gift portfolio; all to raise new cash and pledge commitments
- Define and lead solicitation and renewal strategies that align with the Foundation's priority programs, including unrestricted giving
- Develop comprehensive, creative and tailored proposals using extensive content resources available and through consultation with Impact and Communications teams as needed
- Prepare donor and prospect correspondence, including requests for support, meeting briefs and call notes
- Working with the Major Gifts team, contribute to annual and campaign fundraising strategy and planning
- Opportunity to work with senior volunteers 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
- Act as Children's Aid Foundation of Canada ambassador as required

#### **Donor Relations and Stewardship**

- Work with Senior Manager, Stewardship to build and implement stewardship and engagement programs to maintain and where possible, increase donor involvement, interest and financial support
- Work with Senior 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.
- Performs Other duties and responsibilities as assigned

### **Essential Qualifications and Competencies**

- Relevant experience, typically 4+ years, in donor relations, fundraising, business development and/or other similar transferable experience, preferably within the charitable or non-profit sector
- Post-secondary education or an equivalent combination of education and experience

- Proven track record of securing major gifts in the five and six figure range as well as building relationships with high-net-worth individuals and exposure to cultivating private foundations
- Demonstrated commitment to providing an exceptional donor and volunteer experience
- Sound written, verbal, and presentation skills with the ability to attract, retain and grow individual and private foundation major gift support
- Ability to establish mutually rewarding relationships and exercising tact, sound judgement, and high degree of professionalism and discretion
- Collaborative team player with ability to work effectively with colleagues, partners and volunteers at all levels
- Highly organized with a keen attention to detail and accuracy
- Proven planning, organizational and time management skills with the ability to manage multiple priorities
- Skilled at managing competing priorities and thriving in a dynamic, result-driven environment
- Proficiency working with MS Suite 365, communication tools (e.g. Teams, Zoom), designing tools (e.g. Canva)
- Understanding of Major Gift principles and philanthropic best practices
- Flexibility to work evening and weekend as required
- Committed to upholding the Foundations' VOICE values: Vital Learning & Innovation, Open Communication, Inclusion & Diversity, Care & Compassion, and Empowering Accountability.

#### **Assets (non-essential)**

- Lived experience with the child welfare system
- Certified Fund-Raising Executive (CFRE) designation
- Working knowledge and experience in Raiser's Edge
- Bilingual (English and French)

#### **Children's Aid Foundation of Canada 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](mailto: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 CAFC's mission to [careers@cafdn.org](mailto:careers@cafdn.org) and include **“Senior Manager, Major Gifts”** in the subject line of your email by **Friday, June 27, 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 the Foundation 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 of Canada such a special place to work.