



Position Title	Senior Manager, Stewardship & Engagement	Type	Permanent, FT
Department	Development	Salary	\$80,000-\$90,000
Reports to	Director, Donor Relations, Stewardship & Engagement	Updated	November 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 with 99 child-and-youth serving organizations across the country, 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 equity. 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 passionate about connecting people to purpose through compelling storytelling, innovative donor strategies, and meaningful engagement? Do you bring a creative, growth mindset to donor relations and stewardship, with a deep understanding of how to support fundraising growth while building lasting, value-driven relationships?

You are a creative, organized, and a results-driven team player with a proven track record in donor relations and stewardship, including building communications and stewardship assets that celebrate donors and connect them meaningfully to the outcomes of their giving.

The Opportunity:

Reporting to the Director, Donor Relations, Stewardship, and Engagement, the Senior Manager, Stewardship & Engagement plays a pivotal role in elevating the donor experience across all segments through thoughtful, creative and high impact stewardship and engagement practices. in alignment with the Foundation's goals, strategic plan, and priority programs.

Part of a newly formed team, the Senior Manager implements multi-channel donor engagement initiatives and creates compelling philanthropic stories and donor communications that foster connection, trust, and long-term partnership. Working collaboratively with Development, Impact, Finance and

Communications and Public Affair teams, this role ensures every donor touchpoint reflects the Foundation's mission, values and impact.

The Senior Manager thrives in a dynamic, mission-driven environment and contributes to improving outcomes for children and youth involved in child welfare across the Foundation's four key focus areas: Education, Employment, Mental Health, and Strong Families & Lifelong Connections.

This posting is publicly available and open to all qualified applicants

If you're ready to play a pivotal role in building something meaningful, we'd love to hear from you.

Key Responsibilities:

Donor Relations and Stewardship

- Collaborate closely with the Director, Donor Relations, Stewardship & Engagement and cross-functional teams to translate donor engagement strategies into actionable plans across all channels and gift levels, ensuring coordinated and collaborative implementation.
- Lead the development of, and execute comprehensive stewardship and recognition plans for Major Gift donors (\$5,000+), and senior volunteers, while providing recommendations to strengthen donor journeys for Community and Direct Response donors
- Project manage stewardship deliverables across all fundraising channels and campaigns, including the oversight of recognition and stewardship commitments outlined in Major Donors and partnership agreements,
- Oversee Major Gift donor stewardship touchpoints including thank you outreach, holiday cards, personal milestones, and award nominations to deepen donors and senior volunteer engagement
- Partner with the Development Support Coordinator and Associate Director, Database to oversee and create annual and campaign donor listings for Foundation publications and marketing assets, ensuring accuracy and inclusion across all segments
- Monitor stewardship activity of all fundraising channels, providing recommendations to help grow and expand donor relationships
- Work collaboratively with Director, Campaign and Major Gifts to plan and execute stewardship and recognition plans for campaign donors and senior volunteers
- Contribute insights and feedback to strengthen the Foundation's stewardship & recognition program by staying abreast of best practices and emerging trends
- Support Donor Managers by monitoring how stewardship and recognition assets and touchpoints are captured in donor soft-files and in Raiser's Edge, in accordance with operating policies and procedures
- Contribute to development feedback tools such as donor satisfaction surveys to strengthen engagement and trust across all fundraising channels
- Monitor and report on performance metrics, identifying issues, and emerging trends.

Engagement Program and Special Projects

- Work with members of the Communications and Public Affairs team to recruit, prepare and support Youth Ambassadors for their participation in donor stewardship and engagement activities and appearances
- Contribute to the planning and execution of key donor stewardship events including Stand Up for Kids Teddy Bear Fund, Brighter Futures Scholarship Night, and the Holiday Season Donor Reception, delivered across multiple formats, taking a hands-on approach to ensure a seamless and impactful experience for major gift audiences.

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- Proactively identify and oversee new donor engagement tools and tactics (i.e. Thank You Videos, Program/partner tours) by engaging internal and external stakeholders.
 - Project manage and guide a cross-functional internal project team to execute the Post Secondary Education Program's annual communications and reporting deliverables for scholarship donors:
 - Plan and prepare compelling, annual PSE communications and marketing assets (i.e. PSE Program Youth Ambassador Yearbook, Student Biographies and more) to cultivate and steward donors
 - Oversee the distribution of all annual PSE communications assets by Donor Managers, in collaboration with the Development Support Coordinators
 - Support the Communications team with the curation and development of donor content
 - Act as an Ambassador by attending events and fostering positive relationships
 - Contribute to other duties and projects as required to further the goals of the Development team

Impact Reporting

- Develop, write, and manage high quality donor communications assets such as impact reports, thank-you materials, and special project updates, collaborating and aligning with the Communications and Public Affair team, to ensure consistency with the Foundation's impact strategy, storytelling approach, and brand standards.
- Manage and produce customized impact reports and fundraising summaries in collaboration with Donor Managers and the Impact team, ensuring alignment with the Foundations' stewardship standards and donor recognition commitments.
- Gather and share donor feedback to inform ongoing improvements in reporting and storytelling

Essential Qualifications and Competencies:

- Relevant experience, typically 3+ years, delivering donor stewardship, recognition and engagement initiatives or comparable roles with progressive responsibilities in the charitable or non-profit sector.
- Relevant post-secondary education, or an equivalent combination of education and experience
- A solid understanding of stewardship and engagement methodologies and best practices.
- Exceptional interpersonal and relationship-building skills, with the ability to engage with key stakeholders effectively.
- Persuasive writing with the ability to tailor messaging to donors, to inspire engagement and support
- Effective verbal and presentation skills to craft and deliver compelling key messages
- Honed project management and collaboration skills with the ability to consistently deliver projects on time and within approved resources
- Creative, proactive, and solution-oriented; a natural relationship builder who works collaboratively and effectively within teams.
- Demonstrates initiative, tact, diplomacy, attention to detail, and innovative thinking.
- Skilled in leveraging donor and corporate engagement tools (e.g. Raiser's Edge, Microsoft Suite, or equivalent platforms).
- Knowledge of the AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct
- Willingness to learn and adapt to change
- Deep commitment to youth voice, equity, and systems-change values aligned with the Foundation's mission
- Committed to upholding the Foundation's VOICE values: Vital Learning & Innovation, Open Communication, Inclusion & Diversity, Care & Compassion, and Empowering Accountability
- Flexibility to work evenings and weekends at CAFC events, as required.

Asset (non-essential)

- Lived experience with the child welfare system
- Experience working in child welfare, social services, or with indigenous led organizations
- Holds or is actively working towards the Certified Fund-Raising Executive (CFRE) designation
- Bilingualism in English and French

CHILDREN'S AID FOUNDATION AS 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.

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, a Health Care Spending Account, 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

Please submit your resume and a cover letter in **one single document**, to careers@cafdn.org and include **"Senior Manager, Stewardship and Engagement"** in the subject line of by **Friday, November 21, 2025**. Applications will be reviewed as received. Early submissions are encouraged.

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.

USE OF ARTIFICIAL INTELLIGENCE AND TECHNOLOGY

The Foundation does **not** use artificial intelligence (AI) systems to screen, assess, select applications or inform hiring decisions. All applications are reviewed and evaluated by our human HR and hiring team, and no part of the hiring decision-making uses AI tools.

COMMITMENT TO EQUITABLE RECRUITMENT

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.

We look forward to getting to know you and sharing what makes the Foundation such a meaningful and inspiring place to work.
