

# POSITION SPECIFICATION



## Manager, Advancement

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## Position Overview

<b>Organization:</b>	Sunnybrook Foundation
<b>Title:</b>	Manager, Advancement
<b>Reports to:</b>	Director, Advancement
<b>Team Size:</b>	3 Advancement Officers, 1 Advancement Coordinator
<b>Location:</b>	2075 Bayview Ave, Toronto

## Is this you?

Do you wake up every morning wanting to make a difference in the healthcare community? Would you be passionate about being a senior contributor of the Major Gift fundraising efforts for one of Canada's leading hospital foundations? Are you ready to bring your major gifts fundraising and successful track record in leading a high performance fundraising team to an institution that has a unique combination of clinical excellence, academic reputation, high patient volumes and the main goal of inventing the future of health care?

Are you motivated by your impact and responsibilities within an organization, not by title? Do you enjoy managing and mentoring staff to become a high performing team?

Do you have a proven track record in driving leadership gifts (\$1M+) and moving forward your own portfolio of prospects? Are you energetic, driven for results with high expectations?

Do you want to join forces with a group of people that are passionate about raising funds for Sunnybrook? You enjoy working with senior level volunteers and applying your creativity and tenacity to acquire donors and the accountability associated with having a financial target excites you.

If you want to be a part of a results driven team and enjoy working with colleagues who are both collegial AND demanding, while also sharing your passion, intellect and professionalism, then read on ...

## Sunnybrook Health Sciences Centre

From its beginnings as a hospital for Canadian veterans, Sunnybrook has flourished into a fully affiliated teaching hospital with the University of Toronto, evolving to meet the needs of the growing community. Today, with 1.3 million patient visits each year, Sunnybrook has established itself across three campuses and is home to Canada's largest trauma centre.

Sunnybrook's five strategic priorities are:

- Cancer
- Heart and Vascular
- High risk maternal and newborn
- Image-guided brain therapies
- Trauma

## Sunnybrook Foundation

Sunnybrook Foundation exists to support the advancement of our world-class health sciences centre, through active fundraising in support of research, education and equipment initiatives at Sunnybrook.

Our mission is to secure financial contributions that enable the hospital to care for our patients and their families when it matters most.

## Position Overview

Reporting to the Director, Advancement, the **Manager, Advancement** will join a team of 15 professionals responsible for major gifts and estate and gift planning. The team is led by two directors who report directly to the President & CEO, Dr. Jon S. Dellandrea, C.M. with operational oversight from the EVP and COO, Pamela Ross.

The **Manager, Advancement** will oversee and mentor a team of four high performing individuals and will also manage and build a portfolio of engaged major gift prospects and donors in support of the hospital's priority projects.

The successful candidate will have ideally worked in a hospital foundation previously or for a large, complex, matrixed fundraising organization. They will be a proven people leader and will be known in the sector by their peers and previous/current colleagues alike as an exemplary leader.

They will be an excellent relationship builder, a sophisticated fundraiser with excellent strategic ability and tact. Furthermore, they will be intellectually curious about the work being done at the hospital. They will be comfortable speaking to all types of stakeholders; from physicians and program heads; to nursing staff; to grateful patients; and ultimately to the donor. They will possess a high level of professionalism and polish and will act as an excellent ambassador of the hospital in the community.

### **Primary Responsibilities**

#### *Team Leadership*

- Work with the Director, Advancement to develop and execute the organization's advancement plan to successfully reach annual goals for major gifts
- Manage, and mentor the performance of a team of four professionals, providing positive and rewarding support, ensuring professional growth and on-going learning
- Define, create, review and implement processes to improve advancement team functioning
- Provide direction and support to Advancement Officers on the development of donor strategy
- Work closely with other Foundation teams to execute cultivation or stewardship events and/or marketing initiatives and maximize advancement opportunities
- Represent the Advancement Team at meetings and on committees where appropriate and as assigned
- Remain abreast of best practices in the field and promote a culture of philanthropy

#### *Donor Activity*

- Develop and manage a portfolio of major gift prospects and current donors to reach annual performance goals
- Prepare and brief the President and CEO, EVP, Directors, volunteers and physicians on advancement calls as appropriate
- Collaborate with the Director in advancement activities as required

#### *Hospital Relations*

- Build and maintain a network of mutually beneficial relationships with Hospital staff, physicians and other health care professionals as assigned
- Work closely with physicians and hospital staff within assigned areas to understand their strategic priorities and directly contribute to the development of major gifts to support those priorities

### **Ideal Candidate Profile**

The ideal candidate will be a seasoned and sophisticated major gift fundraising professional with a track record of major gift solicitation at the \$1M gift level and larger. Importantly, the successful candidate will be a proven leader of a high-performance team who is comfortable in a mission-oriented setting where teamwork and relationship building for the purpose of raising money is a primary deliverable and an accountability that s/he will fully embrace.

Our successful candidate will have:

- Minimum 7 years of progressive major gifts experience, preferably in a hospital or large highly matrixed fundraising environment
- Demonstrated major gift development experience in leading strategy and driving the acquisition of gifts at a leadership level and overall integrity in dealing with donors
- Experience leading a high-performance team of entry level fundraisers; someone who energizes and enthuses staff through a collaborative and participative leadership style
- Experience in managing and being accountable for budgets and fundraising targets
- Sound judgement and strategic thinking
- Excellent communication skills both written and oral
- Personal stability, maturity, optimism and a sense of humor
- Minimum university degree or equivalent
- CFRE designation is an asset
- Strong computer skills using MS Office suite software including Word, Excel and PowerPoint
- Knowledge of Raiser's Edge and/or similar fundraising platforms an asset

If you are someone who is looking for an outstanding challenge, working with a great team for a much-loved Toronto healthcare institution, then what are you waiting for? Please include a Cover Letter along with your CV addressed to Lindsay Preston. Please note only qualified candidates will be contacted. [Apply now!](#)