



## INTERNAL/EXTERNAL JOB POSTING

### **Philanthropy Manager**

Permanent Full-time (37.5 hrs./week)

Non-Bargaining Unit – Starting salary: \$70,000 - \$72,000

#### **WHO WE ARE**

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with over 60% of people accessing services from Black, Indigenous, and other communities of colour.

#### **WHY WORK WITH US?**

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment
- Three weeks of vacation in your first year of employment; four weeks after one year
- Generous sick day allotment.

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization.
- Organizational commitment to work-life balance.
- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community.

## **ABOUT THE OPPORTUNITY**

We are currently looking for a **Philanthropy Manager** to join our team!

### JOB SUMMARY

Reporting to the Director of Philanthropy & Communications, the **Philanthropy Manager** will be responsible for leading ACT's annual campaigns and increasing funds raised through a portfolio of donors. This position is responsible for coordination of activities and campaigns that engage ACT's individual and monthly donors.

Specific duties and responsibilities will be also, including, but are not limited to the following and may be subject to change:

### RESPONSIBILITIES

#### **Campaigns & Planning**

- Develop campaigns and strategies in collaboration with the Director of Philanthropy & Communications and the Philanthropy & Stewardship Committee of the Board to meet revenue targets – including the annual and direct mail campaigns.
- Lead the creation of an annual fundraising plan for the department and measurable goals in collaboration with the Director of Philanthropy & Communications.
- Cultivate and maintain a portfolio of individual, corporate, and foundation donors and prospects.
- Create materials for appeals such as letters, appeals, and a case for support.
- Support to Director of Philanthropy & Stewardship in enhancing revenue generation across ACT's fundraising programs – including monthly, major, and planned giving.
- Meet monthly and annual fundraising targets set out by the Director of Philanthropy & Communications.

#### **Stewardship**

- Develop an annual stewardship plan for ACT's donors in collaboration with all necessary stakeholders.
- Develop a social media recognition strategy and content in collaboration with the Communication's Coordinator.
- Writes, or facilitates the writing, of the donor stewardship quarterly e-newsletters working with the Communications Coordinator and staff across the organization to create the content.
- Ensures all individual donor recognition commitments are fulfilled.
- Writes custom thank you letters or hand-written notes where appropriate for donors of \$500 or more and to prospects ACT is looking to engage, and/or facilitates the signing of said letters (i.e. Management or Board of Directors).
- Develops and works with the Director of Philanthropy & Communications to prepare annual updates and stewardship reports for donors.
- Responsible for ensuring content on all donation platforms and ACT's website are up to date.

## Administration

- Working with the Director of Philanthropy & Communications, provides input in the budget planning process.
- Use Raiser's Edge effectively to keep track of contact information changes, donors, and all other required information as set out by the Director of Philanthropy & Communications.
- Provides updates and forecasts to the Director of Philanthropy & Communications for inclusion in reports to Management and the Philanthropy & Stewardship Committee of the Board, as required.
- With support from the Director, create an annual Work Plan, setting goals, metrics and timelines related to their portfolio.
- Ensures donor pipeline progress monitoring is completed, including tracking of fundraising performance for the Individual Giving portfolio.
- Ensures timely fulfillment of all tasks including submission deadlines and reporting requirements, ensuring that timelines are met.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to behave ethically, demonstrate competence in effective communication and team building.

## QUALIFICATIONS

- Minimum five (5) years progressive fundraising experience with a proven track record of building successful relationships and revenue development.
- CFRE certification considered an asset.
- College/University degree in Fundraising Management or related discipline is an asset.
- Demonstrated success in donor development planning, proposal writing, donor solicitation, and stewardship.
- Excellent interpersonal and relationship building-skills, and natural ability to exert influence, develop personal and effective working relationships and inspire confidence and trust in donors, leaders, and stakeholders.
- Exceptional oral and written communication skills.
- Strong analytical, problem-solving, negotiation, consensus-building, and conflict resolution skills.
- High level of technical literacy in the Microsoft suite of software (Word, Excel, PowerPoint).
- Knowledge of and adherence to AFP's Code of Ethical Principles and Standards.

## JOIN US!

### Two step application process:

**Step 1) Send your cover letter and resume to: [careers@actoronto.org](mailto:careers@actoronto.org)**

Please include the job title in the subject line

**Step 2) Complete the following Equity Questionnaire: [ACT Equity Questionnaire](#)**

As part of ACT's Equity Hiring Strategy, we are committed to advancing employment equity and reducing barriers to employment for equity deserving groups. We are looking for qualified candidates from any of the following under-represented groups:

- Racialized Persons/Visible Minorities
- Indigenous Persons
- Persons living with Disabilities (this includes individuals living with HIV and AIDS)

**This position will remain open until it is filled.**

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

#### **ACT's COMMITMENT TO EQUITY AND ACCESSIBILITY**

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV or AIDS, visible members of the BIPOC community, people from the communities most affected by HIV or AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: [www.actoronto.org](http://www.actoronto.org)