INTERNAL/EXTERNAL

Job Title:	Manager of Philanthropy
Position Type:	Full-Time, Permanent, Non-Bargaining Unit
Number of Positions:	1
Rate:	$58,636.50 – $64,759.50 per year
Vacation:	4 weeks to start
Benefits:	Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day
RRSP:	RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation
Hours:	37.5 hours per week
Supervisor:	Senior Manager of Philanthropy
Posting Date:	April 26, 2024
Application Deadline:	May 12, 2024
Location:	800 Bay Street, Toronto

Why Fred Victor?
For 130 years, Fred Victor has been a leader in helping people rebuild their lives in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending homelessness, one person at a time.

The **Fundraising and Communications** team secures critical resources such as financial support, volunteer assistance, and donated goods to facilitate the functioning of programs and services across Fred Victor, and shares the stories of our work, achievements, and journey both within and outside the organization. We solicit contributions from more than 3,000 active donors, employing a variety of strategies including marketing campaigns, fundraising events, and personal appeals to philanthropic supporters. In addition to facilitating internal information flow between staff and departments, we also convey Fred Victor's mission and impact to donors, stakeholders, and the public. Each day, our team ensures that the essential supports offered by Fred Victor are available for those experiencing instability, illustrates the power of creating space for clients to make change in their lives, and facilitates our city moving towards an end to homelessness.

Does this sound like work you want to be a part of?
We offer a supportive and creative working environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and 25 locations across the city, there are lots of opportunities to grow your career with us.

What You Will Do:

- Establish relationships with and execute annual giving cycle for 250-400 'mid-level' donors at the $1000-$5000 annual gift level, including solicitation, reporting, and general stewardship
- Develop and execute annual strategy for mid-level donor engagement to meet revenue goals
- Plan and run events and/or engagement opportunities for mid-level supporters such as lunch-and-learns
- Identify, cultivate, and solicit mid-level prospects from a variety of sources, and identify major donor prospects from existing mid-level pool

- Conduct research and prepare donor profiles
- Draft donor communications including thank-you letters, impact reports, proposals for support
- Maintain donor records, including communications, personal information, relationship networking, and pipeline status

What You Bring to the Team:

- Degree from a relevant college or university program
- 1+ years of experience in progressive organizations engaging in fundraising, prospecting, donor cultivation and relationship management, stewarding and soliciting gifts of $1k+
- Experience in social service or housing non-profits an asset

What Sets You Apart:

- Excellent written and verbal communication skills, including a clear, direct, and warm writing style and a polite, sensitive, and personable demeanor with stakeholders
- Ability to work collaboratively, both regularly in a team environment and occasionally with colleagues across the organization
- Independent problem-solving skills
- Personal workload organization and administration, including planning, prioritizing, managing diverse tasks, and meeting deadlines
- Capable of employing donor-focused decision-making
- Proficiency with navigating and utilizing CRMs, ideally Raiser's Edge NXT
- Ease of use with core Microsoft 365 apps (Outlook, Word, Excel, Teams)
- Available for occasional evening or weekend work when necessary
- Knowledge and understanding of the issues relevant to those living with poverty and homelessness
- Commitment and adherence to the values, goals, and policies of Fred Victor

Compensation and Benefits:

- For the Manager of Philanthropy, Fred Victor offers a salary range of 58,636.50 – $64,759.50 per year
- 4 weeks of vacation to start + 1 float day
- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners, and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5% of your gross salary will be contributed to a group RRSP by Fred Victor on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP
- Access to employee and family assistance plan

How You Can Apply:

Send your resume and an email describing why you want to be part of the Fred Victor Team by May 12, 2024 to dchristensen@fredvictor.org with “Manager of Philanthropy” in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodation whenever requested. Information received relating to accommodation requests will be treated with confidentiality.