



TITLE: Manager, Foundations & Strategic Initiatives
REPORTS TO: Director, Major Gifts
DETAILS: Full time, salaried
APPLICATION DEADLINE: June 9, 2024
LOCATION: The Toronto Reference Library at 789 Yonge Street.
Foundation team members currently operate within a hybrid work schedule
Hiring Salary Range: \$70,000 - \$80,000 Salary will be commensurate with experience.
Eligible for additional compensation in annual performance bonus. Employer also matches, in part, contributions made to a defined-benefit pension.

Role Summary

The Manager, Foundations & Strategic Initiatives is responsible for overseeing the achievement of TPLF's foundation revenue targets and overall grants strategy. This individual will identify, cultivate, solicit, and steward donors and prospects within the foundation and government portfolio, building and maintaining key relationships while working in collaboration with the Director, Major Gifts and other members of the TPLF team. They will develop and implement processes to achieve efficiencies in all stages of pipeline management and donor cultivation, and Raiser's Edge data entry and reporting accuracy. They will work closely with internal Library and TPLF teams to develop compelling grant proposals and manage the grant application process. This role requires strong research and writing skills, excellent project management abilities, and a keen understanding of institutional funding landscapes.

About the Toronto Public Library Foundation

TPLF was established in 1997 as a charity to support the world's busiest urban public library system – Toronto Public Library. Funds raised by the Foundation support life-changing programs, services, spaces and collections at the Library's 100 branches and beyond. Since its inception, the Foundation has raised over \$100 million for TPL, thanks to the generosity of donors. To learn more about the Toronto Public Library Foundation, visit tplfoundation.ca. To learn more about the Toronto Public Library, visit tpl.ca.

KEY RESPONSIBILITIES:

Planning and Strategy

- Support TPLF's annual goals by establishing and managing fundraising targets, revenue, and expense budget.
- Engage in strategic planning activities in collaboration with Director, Major Gifts and other Foundation team members, ensuring alignment and integration across fundraising strategies and objectives.

Research and Identify Funding Opportunities

- Conduct comprehensive research to identify potential institutional grant opportunities aligned with the TPLF's mission, programs, and projects.
- Work with Library staff and TPLF Team members to identify strategic initiatives and opportunities aligned with diverse funding sources.

Toronto Public Library Foundation
789 Yonge Street
Toronto, Ontario M4W 2G8

tplfoundation.ca
Charitable tax number 886554476RR0001

- Stay up-to-date with trends, regulations, and best practices in institutional funding to maximize chances of securing grants.

Proposal Development

- Lead the creation of donor/grant proposals, in collaboration with the Director, Major Gifts; work in close collaboration with Library colleagues and the Foundation Marketing and Communications team.
- Write and edit compelling grant proposals, ensuring clarity, accuracy, and adherence to grant guidelines and deadlines.
- Develop budgets and budget narratives for grant proposals in collaboration with TPL project leads.

Grant Application Management

- Manage and execute grant administration, working in collaboration with the Senior Manager, Stewardship, to oversee timelines, deliverables, reporting and recognition requirements, and liaise with other internal departments to meet requirements.
- Coordinate with internal teams to gather necessary data and information for grant applications, such as program outcomes and impact metrics.
- Maintain organized records of grant applications, correspondence, and reports.

Relationship Building

- Manage a core list of 50-75 prospective donors for cultivation, solicitation, and stewardship, and pursue leads with identified foundations.
- Cultivate and maintain positive relationships with institutional stakeholders, within foundations, and government agencies.
- Attend networking events, conferences, and funder meetings to stay connected with potential grant opportunities and funding priorities.
- Liaise with funders to clarify proposal requirements, provide additional information, and address questions or concerns.

Grant Reporting and Compliance

- Ensure timely and accurate reporting to institutional donors, including narrative reports, financial reports, and other deliverables as per grant agreements.
- Monitor grant compliance and ensure adherence to grant restrictions, reporting deadlines, and other compliance requirements.
- Work closely with the Senior Manager, Stewardship and Library colleagues to ensure proper tracking and documentation of grant funds, including allocation and expense reporting as well as compliance with recognition and stewardship requirements.
- Perform other related duties as required or assigned to support the overall goals of the organization.

Qualifications

- 3-5 years of experience in a fundraising environment or transferable skills and experience
- A proven track record of fundraising success, including some of the following: securing revenue from foundation sources, managing partnerships and building relationships, major gifts, and developing proposals and grant applications. Success with government fundraising would be considered an asset.
- You have strong project and people management skills, including the ability to keep others on track.
- Well-developed administration and organizational skills
- Accuracy and keen attention to detail
- Excellent interpersonal skills and experience working with internal and external stakeholders
- Excellent verbal and written communication skills, with experience drafting compelling communications
- Proficiency in applicable computer programs (Microsoft suite of programs like Word, Excel, PowerPoint, etc.)
- Experience with a database such as Raiser's Edge

Why Apply?

- You have a love of the library
- You are an innovative and motivated self-starter who wants to be a key member of a highly ambitious, values and results-driven team.
- You strive to always create a memorable and positive donor experience.

Commitment to equity and diversity

The Toronto Public Library Foundation invites applications from all qualified individuals. The Foundation is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

To apply:

Please send CV and cover letter to: tplfjobs@tpl.ca (email only, no phone calls please) by **June 9, 2024**. Please include "MANAGER, FOUNDATIONS & STRATEGIC INITIATIVES APPLICATION – [Your Name]" in subject line. Only qualified candidates will be contacted.