

# Manager, Partnerships & Fundraising

**Date:** July 2024

**Department:** Development

**Reports to:** Director, Strategic Partnerships

**Status:** Full-Time

**Salary:** \$63,000-\$67,000 Per Annum Plus Benefits

**Location:** Etobicoke, ON

**Time Required on-site:** 40% (approximate)

## Who We Are

Second Harvest is Canada's largest food rescue organization and is a global thought leader on perishable food redistribution. We work with thousands of food businesses from across the supply chain to redirect unsold surplus food to non-profit organizations that feed communities in every province and territory. Our mission is to keep food where it belongs: On plates and out of landfills.

## The Role

The *Manager, Partnerships & Fundraising* is responsible for achieving annual revenue targets for Second Harvest's fundraising portfolio. This position will plan, recruit, and execute specific fundraising initiatives across Canada.

We are seeking a strategic-minded team player with a proven track record of building and executing successful partnerships.

## Your Impact

- Collaborate with Director, Strategic Partnerships in strategic planning to set and achieve fundraising goals.
- Lead the identification and engagement of new peer-to-peer fundraising prospects, maintaining accurate prospect lists and tracking progress toward recruitment targets.
- Meet and exceed revenue targets for fundraising programs (including workplace giving campaigns and Second Harvest Truck Pull event), working with schools, corporate, and community groups to expand the portfolio.
- Collaborate across the organization to achieve fundraising targets and deliver innovative events.
- Execute partnership deliverables in collaboration with internal and external stakeholders, ensuring all contractual obligations are met on time.
- Collaborate with the Marketing & Communications team to create and implement comprehensive marketing campaigns and related collateral.
- Oversee the implementation of TeamRaiser fundraising pages for peer-to-peer campaigns.
- Develop and manage revenue and expense budgets for all areas of responsibility.
- Analyze fundraising program results, using data to recommend campaign improvements and identify growth opportunities.
- Participate in speaking opportunities to enhance campaign activation and fundraising efforts.
- Maintain accurate donor records and related activities in Raiser's Edge database.

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- Support community and third-party events as needed.
- Act as a key staff member on-site at Second Harvest's signature event (set-up, execution, and teardown).
- Perform other related duties as required or assigned to support the organization's overall goals.

### Who You Are

- **Passionate:** Inspired by the work of Second Harvest and eager to build on our vision of "No Waste. No Hunger."
- **Partnership Manager:** Proven success in account management in either the for-profit or non-profit sectors.
- **Fundraiser:** Demonstrated success soliciting prospects for financial and/or in-kind requests. Knowledgeable of fundraising best practices (through education, experience, or a combination of the two).
- **Events Manager:** Proven success planning and managing multi-faceted campaigns and events, with full ownership of planning, budget, and execution.
- **Communicator:** Comfortable speaking and presenting to large groups of people, including senior executives. Excellent verbal and written communication skills.
- **Analytical:** Skilled at leveraging data to inform decision-making and drive strategic initiatives.
- Experience working with volunteers and volunteer committees.
- A motivated self-starter, capable of taking ownership of functional areas and working with minimal supervision.
- Proficiency in Customer Relationship Management (CRM) systems required, with experience in Raiser's Edge and TeamRaiser considered beneficial but not essential. Willingness to learn and adapt to new technologies is valued.
- Able to work flexible hours, including some evenings and weekends for special events or during peak periods. Please note that we are dedicated to supporting our employees in achieving a balanced work-life schedule.
- A valid G class license with access to a vehicle is preferred. Accommodations for transportation requirements will be considered, ensuring equal opportunities for all candidates.
- Ability to effectively manage the demands of on-site event execution, including extended periods of activity, coordinating logistics, and handling materials as necessary. Accommodations are available to enable all team members to perform these essential functions.

For more information about Second Harvest, please visit our [Careers](#) page.

### To Apply

Please submit your cover letter and resume using the online portal [here](#). Consideration of applications will begin immediately and continue until the position is filled. Only electronic applications will be accepted.

We strongly encourage applications from all candidates, especially those from equity-deserving groups, including but not limited to racialized persons/persons of colour, Indigenous peoples, women, persons with disabilities, and members of the LGBTQ2S+ community.

Second Harvest is committed to an inclusive and accessible recruitment and selection process. Please let us know if you require any accommodations.