25 King Street West, Suite 310, Box 123 •
Toronto, ON • M5L 1E2• civicaction.ca •
@CivicActionCA

JOB POSTING –Manager, Development

We believe that great leaders build great cities – and to do it well requires a team of great people. Join our dynamic team at one of Canada's leading civic engagement charitable organizations as the **Manager, Development**

Position Details:

- **Employment Type:** Full-time, permanent
- **Reports to:** VP, Philanthropy
- **Salary Range:** $65,000-75,000 annually with benefits and 3 weeks paid vacation
- **Work Environment:** CivicAction's work is a hybrid workplace that combines both in-office and remote work. CivicAction's physical offices are in downtown Toronto and technology will be provided to support both in-office and remote work. This position may involve some evening and weekend work.
- **Start Date:** January/February 2025

Position Purpose

The Manager, Development plays a critical role in driving revenue generation and achieving annual fundraising targets. This role focuses on strengthening relationships with a diverse donor base—including individuals, corporations, and foundations—by developing compelling proposals that align with their interests. As an organized and strategic fundraiser, the Manager leads cross-functional collaborations to identify, cultivate, and steward new donors and partners, ensuring sustainable support for CivicAction's initiatives.

Key Accountabilities:

- Drive opportunities to position CivicAction as a partner of choice for new individual, corporate and foundation partners.
- Conduct research to identify top prospects and develop custom strategies to convert prospects to donors.
- Create compelling fundraising content, including pitch decks, proposals, grant submissions, and donor reports that effectively communicate the organization's mission and impact.
- Lead the planning and execution of fundraising campaigns, including year-end appeals, digital campaigns, and other initiatives, ensuring timely delivery and measurable outcomes.

- Support the fundraising efforts of the VP Philanthropy, CEO, Development Committee and key volunteers.
- Maintain and update the donor management system (Salesforce) including tracking, monitoring, and reporting on fundraising engagement and activities.

Qualifications and Skills

Required Education, Certification and Experience:

- Three to five years of progressive fundraising experience with proven results in delivering successful donor development strategies within the charitable/not-for-profit sector.

Demonstrated Skills and Behaviours:

- Exceptional interpersonal and communication skills that foster meaningful relationships with individual donors and corporate sponsors.
- Experience in developing compelling engagement strategies including making in-person solicitations and securing corporate sponsorships.
- Strong moves management skills and a demonstrated track record of delivering fundraising results.
- Exceptional writing, proofreading, and editing skills.
- Ability to thrive in a fast-paced environment, effectively manage competing deadlines and priorities, and deliver high-quality results.
- Entrepreneurial spirit and approaches fundraising with equal levels of authenticity and enthusiasm.
- Self-motivated, goal-oriented, personable.
- Experience with a CRM database and MS Office applications.
- Knowledge of financial, legal, and regulatory requirements of a non-profit organization.

About CivicAction

CivicAction's purpose is to elevate civic engagement that builds livable, inclusive cities in the Greater Toronto and Hamilton Area (GTHA). For over two decades, we have been mobilizing leaders and changemakers to champion innovative solutions, to accelerate the alignment of actions, and to invest in the leadership of tomorrow. Our high impact leadership programs open doors, minds, and opportunities for young, emerging, and under-represented leaders in the GTHA.

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Our Commitment to Inclusive Workplaces & Inclusive Recruitment

CivicAction is committed to equity and inclusion in our workplace and in our recruitment processes. We encourage applicants of all gender identities and sexual orientations, ages, ethnicities, cultures, abilities, and life experiences to apply. Accommodations are available for candidates taking part in all aspects of the selection process.

AN IMPORTANT NOTE: *Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you're interested in this role but don't see yourself fully reflected in the requirements of the posting, we still encourage you to apply or reach out to learn more by emailing careers@civicaction.ca.*

HERE'S HOW TO APPLY:

Apply here https://secure.collage.co/jobs/civicaction/49481 with your résumé and a cover letter in confidence by
January 6, 2025, at 11:59p.m. EST. Late applications will not be accepted.

Only candidates selected for an interview will be contacted.

For more information about the organization and our work, please visit https://www.civicaction.ca/ and http://leadership.civicaction.ca/.