



Manager, Patron Programs

Full-time Permanent

ROM Governors

Are you passionate about culture, the arts, natural history, and science? Are you keen on how these elements aesthetically come together to tell the many stories of humanity? **Join our team at ROM and consider a fulfilling career as Manager, Patron Programs.**

[ROM Governors](#) is a strategic partner to the Royal Ontario Museum (ROM), passionate about its role in advancing ROM's mission through inspired philanthropic and sponsorship relations. ROM Governors is committed to being the country's top cultural foundation because of its success in building highly engaged, impactful donor and other community relationships.

WHO WE NEED:

ROM Governors is proud to steward five distinguished Patrons Programs: the Discovery Patrons Circle, Young Patrons Circle, Royal Patrons Circle, ROM's Women Initiative, and the Royal Exhibitions Circle. We are seeking a motivated, highly organized, and nimble **Manager, Patron Programs** to join the ROM Governors Team.

The Manager, Patron Programs will play an essential role in cultivating and stewarding a strong pipeline of current and prospective annual and mid-level donors and will be responsible for developing and implementing powerful strategies to attract and engage individuals in philanthropic giving to ROM. From introducing individuals to philanthropy and securing support at various giving levels, to fostering relationships through stewardship and events, the Manager acts as an ambassador for ROM, building meaningful connections, celebrating shared values, and demonstrating the impact of philanthropy on the Museum's mission.

The Manager, Patron Programs will play a key role in advancing ROM Governors' annual revenue goals by cultivating meaningful donor relationships and supporting the development of both annual and multi-year donor engagement strategies.

A background in the arts, culture, or museum sector—especially with experience in membership or donor programs—can be a strong asset.

POSITION SUMMARY:

Reporting to the Associate Vice President, Philanthropy, the Manager, Patron Programs is a passionate philanthropy advocate dedicated to empowering donors and fostering meaningful connections with the Royal Ontario Museum. The Manager plays a critical role on the Philanthropy team, developing and engaging a robust pipeline of current and future annual and mid-level donors. The Manager leads all aspects of the patrons' fundraising process—from identification, cultivation and solicitation to stewardship through a series of Patron Programs. The Manager is an ambassador for ROM who strives to build meaningful relationships, celebrate shared values and communicate the importance of philanthropy at ROM.

KEY DUTIES AND RESPONSIBILITIES:

- Implements strategies to secure Patrons acquisitions, renewals and upgrades, with an eye to building the pipeline for donor migration into mid- and high-level giving.
- Manages patron programs from development to delivery, including donor communications, stewardship and recognition fulfillment, and the planning and approval of programming content, with the support of other Development staff.
- Maintains a seamless Patron renewal process, including drafting communications, calling and emailing members, and tracking actions and gifts properly using RE.
- Collaborates with Governors Marketing and Communications teams to create compelling materials for donor and prospect outreach and acquisition.
- Works with Governors Operations team to ensure all relevant data is entered and up-to-date in the database. Ensures financial information is accurate, including revenue reports and projections, along with all related expenses.
- Liaises with colleagues across the Museum, including curators and others to help plan and deliver engaging donor stewardship opportunities.
- Works with Relationship Managers by supporting the solicitation and stewardship of donors with overlap in Patrons.
- Works in a highly collaborative way to ensure the broad Governors Team is aware of key opportunities for donor cultivation and stewardship.
- Oversees dedicated volunteer committees to strengthen fundraising efforts and ensure donor engagement through related programs.
- Develops and/or coordinates meeting content and materials, and committee assignments. Works with and supports the committee to ensure volunteers are motivated, mission-aligned and successful in their fundraising efforts.
- Attends Patrons' events and acts as an ambassador for ROM and Patron Programs.
- Participates in additional events managed by other ROM Governors departments, as needed.

QUALIFICATIONS AND KEY COMPETENCIES:

- Minimum of 5 years' experience with demonstrated success developing and implementing personalized donor engagement plans.
- Exceptional interpersonal and communication skills, with a talent for engaging with donors in an authentic and compelling way.

- Direct or related experience with membership activities including renewal cycles, upgrade and acquisition strategies.
- Strong project management skills.
- Passion for the arts, culture, and nature, with an ability to inspire others to share that passion.
- Strong organization skills and attention to detail, ensuring that donors receive timely and personalized communication.
- Excellent problem-solving skills, business acumen, strategic aptitude, and sound judgment.
- Ability to efficiently organize and manage a diverse range of assignments while meeting multiple deadlines, along with thorough attention to all details and consistent follow-through.
- Resourcefulness and independence, while remaining comfortable working within the framework of a team-oriented environment.
- Competence in a variety of computer applications, including databases, spreadsheets, and word processing programs.
- Experience using donor management fundraising software or CRM, with RE or RE NXT familiarity preferred.
- Knowledge of, and experience with, the Toronto philanthropic community desired.
- Ability to handle sensitive and confidential information appropriately and with discretion.

Relationships:

1. Reports to: AVP, Philanthropy and supports the portfolio's revenue program leaders.
2. Internal: Works closely with the Philanthropy team and collaboratively with all departments of the ROM Governors; liaise with key stakeholders within the Museum.
3. External: Donors and prospects.
4. Committees: Volunteer Committees associated with revenue programs as required.



Salary and Terms of Employment

START DATE: ASAP

STATUS: Permanent (Full-time)

EMPLOYEE GROUP: ROM Governors

SALARY: \$70,000 – \$100,000 per annum

SCHEDULE: 35 hours per week

PROBATIONARY PERIOD: six (6) months

LOCATION: Toronto, ON

OPEN DATE: November 28, 2025

CLOSE DATE: Open Until Filled

Diversity Statement

At ROM, we consider equity, diversity, and inclusion foundational to our institutional success. We seek to foster a workplace that reflects the diversity of the city and province in which we are located and welcome all qualified and experienced candidates to apply, regardless of their gender, age, sex, race, religion, ethnicity, ability, sexual orientation, or gender identity.

Accessibility Statement

ROM Governors is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disability Act (AODA) to applicants invited to an interview.

Only candidates selected for an interview will be contacted. The selected candidate will be required to participate in a Background Check.

HOW TO APPLY:

We welcome you to submit your application through our applicant [portal](#).