



WoodGreen Community Services JOB POSTING

Our Vision: A Toronto where everyone has the opportunity to thrive

Competition # 2026-176-CS

Vice President, Development & Philanthropy (2026-176-CS)

Employment Type:	Full Time, (Non) Bargaining Unit
Work Hours:	35 hours/week (M-F 9am-5pm)
Work Setting:	Hybrid – Opportunity to work remotely after orientation & training period
Salary:	\$120,000 - \$150,000
Application Deadline:	April 15, 2026 by 11:59 pm

Who We Are

WoodGreen is a team of diverse and innovative change makers working together to make a difference in our communities. A United Way Anchor Agency with a proven track record and an entrepreneurial mindset, we continuously seek to develop solutions to critical social needs while striving to become a Centre for Equity.

Visit www.woodgreen.org to learn more about who we are and to review our [Equity Statement](#).

We are committed to building an inclusive and diverse workforce, representative of the communities we serve. We encourage, and are pleased to consider, applications from Indigenous peoples, racialized persons/persons of colour, women/women identifying, persons with disabilities, 2SLGBTQIA+ persons, and others who contribute towards promoting innovative ideas and solutions.

Program Overview – The WoodGreen Foundation

Reporting to the Executive Director, the VP of Development & Philanthropy, is the senior leadership role responsible for the fundraising management of the foundation. The VP of Development & Philanthropy is accountable for leading the staff team with clarity, decisiveness, and accountability, ensuring all fundraising aligns with the organization's mission and Strategic Plan.

The VP of Development & Philanthropy's role will be to grow the organization's leadership and major gifts program and play a key leadership role in shaping and executing the foundation's major and planned gifts strategy. In this role, they will be responsible for the strategic cultivation, solicitation, and stewardship of donors, with a focus on securing transformational philanthropic support that advances the organization's mission and long-term sustainability.

Responsible for managing a senior fundraising team on all aspects of the major gifts and planned giving programs. This includes moves management, prospect research, and donor stewardship. The target of this team is \$8M to \$10M in annual revenue. Carries their own portfolio of major and leadership donors and prospects, with a goal of raising \$2M+ individually as part of the overall team goal. Along side the Executive Director, will successfully lead WoodGreen's future campaign with a proposed goal of raising \$50M campaign goal (over 5 years).

What You Will Do

- The VP of Development & Philanthropy will ensure strong stewardship practices and focus on growing an existing major gifts portfolio, to build and maintain authentic relationships with major donors through tailored donor experiences.
- Inspire and support a team of development professionals to deepen donor engagement, and coach key staff and board members on donor engagement and to help them convey the WoodGreen story in a meaningful way to attract new donors and increased financial support.
- Lead the fundraising team to identify prospective donors who align with organizational priorities and develop compelling proposals that connect the priorities and donors' areas of interest.
- Continue to grow the number of gifts from the \$100,000 to multi-million-dollar level as well as help to build out the mid-range donor pool of donors and prospects.
- Meet face-to-face with current and potential donors to cultivate and steward relationships and to align on giving interests and opportunities.
- Develop cultivation, solicitation and recognition plans for major donors and recommend the necessary steps to bring the prospect closer to making a major financial commitment.
- Write donor-centric gift agreements, stewardship reports, briefing notes, solicitation plans and call reports to ensure donor interests are well-documented and donor wishes are well-managed and donor interactions are tracked.
- Maintain accurate donor records, research profiles, and tracking in the Foundation's Blackbaud CRM system (e.g., Raiser's Edge NXT).
- Establish and track quarterly and annual fundraising metrics, presenting regular progress reports to leadership and to the board. Track all gifts, gift agreements, develop campaign, donor, and financial reports as needed.

What You Bring to the Team

- University degree or a combination of comparable skills and experience
- CFRE designation or progress toward CFRE certification.
- 7+ years of progressive experience with a minimum of 3 years at a senior director or VP level.
- Seasoned senior level fundraiser with demonstrated experience leading multiple million-dollar campaigns exceeding revenue targets and timelines.
- Experience in cultivating, soliciting, and stewarding significant gifts (including six-figure and/or transformational gifts), within complex donor environments.
- Experience managing a senior fundraising team on all aspects of the major gifts program, including moves management, prospect research, and donor stewardship to reach ambitious annual revenues.

What Will Set You Apart

- Success in managing a leadership portfolio of major donors and prospects.
- Demonstrated ability to operate autonomously and exercise strategic judgment at a VP level.
- Experience within matrixed or cross-functional organizational teams understanding alignment between fundraising strategies and program needs, funding allocation, and compliance.
- Proven success in executing sophisticated donor strategies, including long-term cultivation, tailored solicitation approaches, and stewardship plans aligned to organizational priorities.
- Experience building and sustaining high-trust relationships with major donors, funders, or senior external stakeholders, requiring discretion, influence, and credibility.
- Demonstrated ability to manage multiple priorities and timelines within a high-accountability, relationship-driven environment.
- Alignment with WoodGreen's mission, values, or experience working in or with mission-driven organizations (i.e. community-based social service, health and housing).
- Demonstrates commitment to advancing diversity, equity, inclusion, and reconciliation, through professional practice, leadership approach.
- Deep knowledge of the nonprofit sector. Well-versed in CRA guidelines, Donor Bill of Rights, and ethical charitable giving practices, with experience with complex and blended giving approaches (multi-year commitments, planned or legacy giving, non-cash or appreciated assets).
- Strong written and verbal communication skills, with the ability to produce high-quality proposals, donor materials, and presentations for board, cabinet, and donors.
- Experience using a CRM or fundraising database (e.g. Raisers Edge, NXT or equivalent) to manage portfolios, track engagement, and inform strategic decision-making.

Why You'll Want to Work With Us

At WoodGreen you will be part of an incredible team that does amazing things for our community.

We offer:

- Benefits: Health/dental/wellness benefits and group RRSP/Pension programs, for eligible employees
- Growth: In-house training & development programs and professional development opportunities
- Rewards: Peer and organizational recognition and awards
- Flexibility: Hybrid working models, where applicable
- Diversity: Commitment to creating an inclusive organization that embraces diversity and belonging
- Community: Meaningful work in support of our communities

To Apply

Go to the WoodGreen Careers page at <https://www.woodgreen.org/about-us/careers/> and click on the position(s) that you are interested in to submit your cover letter and resume and to answer a short questionnaire.

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our People & Culture representatives at careers@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.