



# JOB DESCRIPTION

## WHO WE ARE?

The future is bright for tennis in Ontario, and you will be right in the middle of it all at Ontario Tennis Association (OTA)! The OTA is the provincial sport governing body for tennis in Ontario, a non-profit organization incorporated under the Corporation Act and formally recognized by the Ontario Ministry of Sport. It is the largest provincial tennis association in Canada, boasting 260 member clubs and approximately 67,000 adult and junior tennis players. The OTA's mission is to encourage participation in and access to tennis as part of a healthy active lifestyle, fostering the pursuit of excellence and providing opportunities for play while promoting diversity and inclusion of all individuals.

## WHAT WE ARE LOOKING FOR?

### Fundraising Manager

The Fundraising Manager at Ontario Tennis Association plays a critical role in major gift fundraising, optimizing fundraising operations, and ensuring the smooth execution of stewardship and cultivation. This position involves developing strategic approaches to donor procurement, engagement, managing data and reporting systems, and coordinating with various teams to enhance donor experience and organizational transparency. Reporting to the President & CEO, this role supports the philanthropic efforts at the Ontario Tennis Association.

Mid-Level Giving (40%):

Major Gift Fundraising:

- Personally manage a portfolio of Major Gift donors and prospects, including solicitation and renewal strategies, providing engagement, recognition and stewardship opportunities
- Support the strategy, planning, execution and growth for annual and multi-year Major Gift
- Working with the President & CEO and Director of Finance to align campaign and major gift strategies and plans to the Foundation's strategic framework, priority programs

Prospect Research:

- Conduct prospect research on institutional and individual major donors interested in related causes (e.g., sports, youth, women & girls, mental health).
- Utilize wealth screening tools and scan annual reports/websites of similar organizations to identify potential donors.
- Focus primarily on foundations and individuals, with consideration of corporate donation programs.



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## Major Donor Fulfillment:

- Track multi-year (Patron) pledges in OTF CRM and ensure benefits are clearly articulated, tracked, and fulfilled.
- Coordinate with the Major Gifts team to communicate with donors and deliver Patron benefits in a timely manner.

## Stewardship (40%):

### Stewardship Strategy & Events:

- Develop and implement strategies for donor stewardship and cultivation.
- Foster strong relationships with existing supporters and identify opportunities for engagement and growth.
- Identify, develop, and execute stewardship event opportunities focused on donor retention and upgrading.
- Organize cultivation events aimed at acquiring new donors.

## Impact Reporting:

- Coordinate the development of the annual impact report.
- Highlight programmatic impact, donor contributions, and organizational transparency through all stewardship communications.

## Development Operations (20%):

### Ontario Tennis Foundation Administration:

- Collaborate with the Admin team to optimize the configuration and use of OTF CRM.
- Develop dashboards and reports for revenue tracking and quarterly forecasting for all fundraising channels.
- Monitor KPIs and provide data-informed insights for optimizing fundraising strategies.



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## WHO YOU ARE?

- Minimum of 5-7 years of experience in major gift fundraising, donor stewardship, fundraising operations, or a related role
- Strong understanding of philanthropy and fundraising operations
- Proficiency in Salesforce or similar CRM systems
- Strong project management skills
- Excellent written and verbal communication skills
- Experience with prospect research tools and techniques
- Detail-oriented with strong organizational and analytical skills
- Ability to work independently and as part of a team

## WORKING CONDITIONS

- Hybrid (4 days in office, 1 remote day/week)
- Location: Sobeys Stadium, 1 Shoreham Drive, Toronto, ON
- Full time permanent position

## WHAT'S IN IT FOR YOU?

- Join the team that's making tennis history in Ontario.
- Work in a dynamic and supportive environment with opportunities for growth and development
- Competitive compensation and benefits package.
- Access to the special events like the National Bank Open.

## HOW TO APPLY:

Please submit your resume and cover letter to [careers@tennisontario.com](mailto:careers@tennisontario.com)