



## **Empire Club Foundation Chief Development Officer – 12-Month Fractional Contract (Approx. 3 Days/Week)**

### **The Opportunity**

The Empire Club Foundation is seeking a **Chief Development Officer (CDO)** to lead and accelerate its next phase of philanthropic growth at a pivotal moment in the organization's evolution. This is a senior, hands-on leadership role for a high-performing fundraising executive with deep expertise in major gifts, corporate partnerships, grants, and revenue strategy. The ideal candidate combines strong strategic thinking with a proven ability to build the necessary infrastructure, originate opportunities, build trust quickly, and convert relationships into meaningful, long-term philanthropic support. This is a newly created position offered as a 12-month fractional contract, with the potential to renew based on performance and organizational needs.

Reporting to the Board of Directors, the CDO will be accountable for driving the Foundation's philanthropic growth and revenue performance. At its core, this role is about delivering results—bringing in new funding to fuel the Foundation's growth and impact, while building a strong, sustainable pipeline of multi-year philanthropic support.

#### **The successful candidate will:**

- Personally drive philanthropic revenue by securing major philanthropic commitments, corporate partnerships, and new funding streams
- Design and execute a comprehensive fundraising and partnerships strategy aligned with the Foundation's charitable and educational mandate
- Lead the full fundraising cycle—from prospect identification and qualification through cultivation, solicitation, and stewardship—owning senior donor and partner relationships end-to-end
- Build the systems, discipline, and performance tracking required to scale revenue sustainably
- Bring deep knowledge of Canada's charitable and sponsorship landscape to grow strategic relationships and unlock new opportunities
- Partner closely with the Empire Club of Canada's Revenue Generation team and CEO and align efforts within a coordinated revenue ecosystem

The Foundation operates in a lean, start-up environment that will appeal to a builder mindset—someone energized by shaping strategy, creating infrastructure, and scaling impact. The successful candidate will thrive in a dynamic setting where strategic leadership and hands-on execution go hand in hand.

### **About the Empire Club Foundation**

For more than 122 years, the Empire Club of Canada has been the nation's trusted forum for conversations that shape our world—welcoming leaders such as Winston Churchill, Indira Gandhi, the Dalai Lama, Margaret Atwood, and Bill Gates. The Club's mission is to connect people to ideas and productive dialogue on diverse topics that impact Canadians and the world.

The Empire Club Foundation is the charitable arm of the Club. It exists to empower students and emerging leaders across Canada by expanding access to ideas, education, networks, and national dialogue. Through hands-on learning, leadership opportunities, and real-world exposure, the Foundation's programming—including the Student Table Program, the Hal Jackman Future Nation Builder Awards, and the Youth Ambassadorship Initiative—equips students to lead with confidence and help shape Canada's civic, social, economic, and cultural future.

The Foundation works in close partnership with the Empire Club of Canada. While governance is distinct, strategy and execution are highly integrated.

# Key Responsibilities

## 1. Fundraising & Partnership Strategy

- Lead the development and execution of a comprehensive philanthropy and partnerships strategy with defined revenue targets.
- Secure significant, multi-year gifts and partnerships that directly support the Foundation's mission and programs.
- In partnership with CMO, refine and articulate the Foundation's case for support and donor value propositions.
- Design and manage a diversified fundraising portfolio including individual major gifts, corporate partnerships, grants, and legacy opportunities.
- Plan and direct an annual fundraising campaign, special appeals, and targeted requests in support of specific Foundation priorities within the contract term.
- Personally lead qualification, cultivation, solicitation, and stewardship of prospects.
- Serve as strategic development advisor to senior leadership and the Board.

**This role partners closely with the Empire Club of Canada's Revenue Generation team and CEO. Success will depend on the ability to collaborate effectively across both teams and align efforts within a coordinated revenue ecosystem:**

- Co-develop integrated pitch strategies across Foundation and Club opportunities
- Build shared systems for:
  - Joint prospecting and pipeline visibility
  - Narrative and case for support development
  - Coordinated outreach and relationship management
  - Ensure clarity of value proposition across philanthropic and commercial offerings

## 2. Relationship Building & Donor Experience

- Develop and implement comprehensive relationship-building strategies to deepen engagement with existing and prospective donors, sponsors, and partners.
- Leverage the Empire Club's national platform and credibility to unlock new philanthropic relationships.
- Represent the Foundation externally with donors, corporate leaders, and institutional funders.

## 3. Strategic Leadership & Profile Building

- Actively cultivate external visibility and thought leadership opportunities that strengthen the Foundation's presence and relevance within philanthropic, business, and civic networks.
- Partner closely with Board members on prospect strategy and solicitations.
- Activate volunteers and senior leaders in fundraising efforts.
- Work collaboratively alongside the Foundation Chief Marketing Officer and Manager of Programs and Operations to align fundraising strategy with programming, marketing, positioning, and sponsorship narratives.
- Coordinate with the Empire Club revenue team and CEO to ensure alignment and clarity of value proposition and holistic prospect outreach strategy.

## 4. Program Support and Operational Excellence

- In collaboration with the Program Manager, lead partner activation, project coordination, and communications related to Foundation-supported programs, high-profile events, and special initiatives.
- Work with colleagues and volunteer leaders to identify funding opportunities aligned with programming priorities and match them with appropriate prospects.
- Develop and manage annual revenue targets including the corresponding prospect pipelines, fundraising budgets, and forecasts in collaboration with senior leadership and the Board.
- Provide regular written and verbal reporting on fundraising performance, pipeline development, progress against targets, and the status of key relationships.
- Establish and strengthen fundraising systems, processes, and tools, including CRM, prospect tracking, structured moves management, and performance dashboards.
- Ensure sponsor and donor recognition, benefits, and deliverables are executed to a high standard across print, digital, and in-person platforms, consistent with Foundation and Club brand standards.

Success in this role will be measured by your ability to generate **net-new philanthropic support** that grows the Foundation's funding base, pipeline strength, and the establishment of clear fundraising systems and discipline.

## Experience & Qualifications

You are a closer as well as a strategist. You bring:

- 10+ years of senior fundraising and partnerships experience
- A proven track record of personally securing major gifts and partnerships
- Strong instincts for prospecting, positioning, and closing
- Experience working with Boards, CEOs, and senior stakeholders
- Comfort operating in a lean, high-growth environment
- Demonstrated success designing and executing fundraising strategies that result in multi-year commitments and sustained revenue growth.
- Experience working closely with Boards, CEOs, and senior executives, including engaging volunteer leaders in fundraising efforts.
- Deep knowledge of philanthropic strategy, donor cultivation, stewardship, and revenue pipeline management.
- Strong written and verbal communication skills, including proposal development and senior-level presentations.
- Proficiency with CRM systems and fundraising performance tracking tools.
- Knowledge of, or strong interest in, youth empowerment, Canadian public affairs, business, and civic life.
- Ability to be based in the Greater Toronto Area (GTA) for meeting and appointments; hybrid flexibility.

## Contract Terms

- **Term:** 12-Month Fractional Contract (Approx. 3 Days/Week)
- **Location:** GTA preferred; hybrid flexibility
- **Reporting:** Foundation Board Designate

## Application Requirements

Interested candidates, please submit:

- **A brief Letter of Interest (1 page)** outlining:
  - Why this opportunity resonates
  - How you would approach building and driving revenue in this role
  - Relevant examples of experience or outcomes
- **Your resume**

Shortlisted candidates will be invited into a more in-depth discussion. A focused assignment will be shared at the final stage.

## Submission Deadline

Please submit your letter of interest and resume to [president@empireclubfoundation.org](mailto:president@empireclubfoundation.org) with the subject line "Chief Development Officer"

**Deadline: May 22, 2026 – 11:59 PM EST**

The Empire Club Foundation is committed to building a diverse, inclusive, and equitable organization. We welcome applications from individuals of all backgrounds. Accommodations are available throughout the selection process, upon request.