

Position Brief



Development & Operations Manager

Many Ways to Serve



TABLE OF CONTENTS

The Opportunity.....	2
About Canada Company: Many Ways to Serve.....	3
Board of Directors	5
Additional Background & Resources	5
Key Duties & Responsibilities	5
Experience & Competencies	6
Leadership Biography	7
Organizational Chart	8

FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Canada Company. For more information about this opportunity, please contact Jody Jacobson, KCI Search + Talent, via email at CanadaCompany@kcitalent.com.

To apply, please send a resume and letter of interest to the email address above by **October 18, 2026**. All inquiries and applications will be held in strict confidence.

Canada Company welcomes and encourages applications from all qualified applicants, and values lived experience of all kinds, most notably Veterans, serving reservists, and spouses or children of Veterans/ serving members. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The salary range for this position is \$70,000 - \$75,000.

This posting is for a new position that is currently vacant. Artificial intelligence will not be used to screen resumes or assess candidates in this search.



Development and Operations Manager



THE OPPORTUNITY

Canada Company is a national charitable organization dedicated to strengthening the connection between Canadians and the Canadian Armed Forces (CAF), and supporting CAF members, veterans and their families. As the organization celebrates its 20th anniversary this is an important moment to deepen Canadians' connection to and support for those who serve our country. Building on its national presence and growing philanthropic ambitions, Canada Company is seeking its inaugural Development and Operations Manager to help build the infrastructure, intelligence and strategies needed to grow the national fundraising program. This role provides an opportunity to work broadly across donor engagement, corporate partnerships, sponsorship initiatives, and fundraising operations.

Reporting to the Managing Director, the Development and Operations Manager will play a critical role in advancing the organization's fundraising efforts, bringing a combination of fundraising expertise, analytical rigour, strong research and relationship management skills. The Manager will lead prospect identification and research, develop compelling briefing materials and cases for support, and help shape tailored fundraising strategies for different donor audiences. Working closely with the Managing Director, the Manager will support the cultivation, stewardship and solicitation of major gift and corporate prospects, helping to advance meaningful relationships and philanthropic opportunities.

The Manager will also oversee the organization's fundraising operations, including the donor database, prospect and donor tracking, reporting and related processes, ensuring that information is accurate, accessible and effectively supports fundraising activity. The role will contribute to strengthening donor stewardship and reporting, helping ensure supporters are appropriately engaged, informed and recognized.

The ideal candidate brings a combination of fundraising and analytical skills, exceptional organization and attention to detail, and ability to translate research and information into practical fundraising strategies and materials. The Manager will be a self-starter with an entrepreneurial mindset who is equally comfortable thinking strategically and rolling up their sleeves to execute. While the Manager will have a meaningful role in donor and volunteer engagement, this role will particularly suit someone who enjoys being the strategic and operational engine behind effective fundraising and major gift development.

This position is based in downtown Toronto at Canada Company's national office at CIBC Square, Tower One 81 Bay Street.

- Hybrid work arrangement (4 days onsite, 1 day remote)
- Some flexibility for occasional evening events and external meetings will be required
- Some travel within Canada will also be required



ABOUT CANADA COMPANY: MANY WAYS TO SERVE

Canada Company: Many Ways to Serve is a non-partisan national charity devoted to supporting Canadian Armed Forces (CAF) members, veterans, and their families.

As an enduring bridge between the military and the Canadian public, Canada Company works through an expansive network of community and business leaders to raise awareness of military contributions, support education initiatives, and enhance the wellbeing of military members and their families.



Our programs include:

- Scholarships for Children of the Fallen and Canadian Rangers
- Bursaries for cadets and junior Canadian rangers
- Educational initiatives such as Honouring Bravery and Je Me Souviens
- Junior Canadian Ranger support programs
- Military family wellbeing initiatives
- Knowledge exchange and leadership engagement programs
- National resilience and awareness initiatives

Canada Company operates nationally and works closely with leaders from the Canadian Armed Forces, business community, academia, healthcare sector, and public institutions.

Our Initiatives

How we deliver

Through scholarships, education, knowledge exchange initiatives, charitable endeavours, and more — Canada Company serves our country, our veterans, and their families.



Our programming falls into three categories based on our core pillars:

Championing Education

The goals of Canada Company's education initiatives are twofold. We aim to bring engaging content about Canada's military history to classrooms across the country and to provide scholarships and bursaries to give children of fallen military personnel, exemplary Cadets, and Junior Canadian Rangers educational opportunities.

Raising Awareness

Canada Company's awareness initiatives aim to honour the legacy of CAF members and help the Canadian public better appreciate military contributions.

Prioritizing Wellbeing

Taking on the difficult sacrifices of military life means CAF members and their families are faced with unique circumstances that can make it hard to connect to the right services, solutions, and support. Our wellbeing initiatives aim to close those gaps.

How we've served to-date

OUR IMPACT IN NUMBERS



\$1.25M+

awarded in scholarships to
[children of the fallen](#) and
Canadian Rangers



\$250K+

awarded in [bursaries](#) to
Cadets and Junior Canadian
Rangers



400K+

learners reached through
our **Military History**
Learning Programs, [Je Me](#)
[Souviens](#) and [Honouring](#)
[Bravery](#)



33

[LAV III Monuments](#)
inaugurated across Canada
to honour Afghanistan
veterans

Celebrating 20 Years | 2006-2026



BOARD OF DIRECTORS

Blake C. Goldring, Founder and Chair

Paul Hindo, Vice-Chair

William Braithwaite

Tim Hogarth

François Joyet

Harwinder Kang

Kerry Mannette

Garfield Mitchell

Derral Moriyama

Rose Patten

Renée Van Kessel

ADDITIONAL BACKGROUND & RESOURCES

[Our History](#)

[2025 Annual Report](#)

[Our Performance](#)

[In the News](#)

[Video: Celebrating Canada Company's Twentieth Anniversary](#)

KEY DUTIES AND RESPONSIBILITIES

Fundraising & Donor Relations

- Collaborate with the Managing Director to create and maintain a strong pipeline of donor and partnership opportunities
- Support the development and execution of fundraising and donor engagement strategies
- Develop and implement practices for prospect pipeline development and management, ensuring prospects are identified, qualified, tracked and strategically advanced through the fundraising cycle
- Provide support to the Managing Director for donor meetings, including research, briefings and logistics, with particular focus on major gifts and corporate partnerships
- Lead the development and execution of donor stewardship practices and activities, including bespoke donor reporting, stewardship plans, timelines and logistics, to ensure meaningful and timely engagement with supporters
- Assist with partnership activation
- Coordinate relationships with corporate partners, community leaders, and stakeholders
- Represent Canada Company at meetings, events, and networking opportunities
- Support the Event Coordinator in the planning and execution of Canada Company events



Fundraising Operations

- Build and strengthen fundraising processes, policies, and activities ensuring adherence to regulatory requirements
- Maintain accurate and up-to-date donor and partnership records within the organization's CRM/database
- Track donor interactions, commitments, and engagement activities
- Track and report on all fundraising revenue and analytics
- Lead donor segmentation and exports for mailing lists, and fundraising reporting requirements

Communications & Presentation

- Coordinate donor communications, outreach, acknowledgements, and follow-up
- Working with the Marketing Coordinator, prepare donor proposals, sponsorship materials, briefing notes, presentations, reports, and correspondence
- Assist with impact storytelling and communicating program outcomes to supporters
- Deliver professional presentations and briefings when required

EXPERIENCE & COMPETENCIES

- Experience in fundraising, ideally supporting major gifts, corporate partnerships and/or sponsorships
- Demonstrated experience in prospect research and development, donor cultivation and stewardship
- Ability to identify, qualify and assess prospective donors and translate research into actionable fundraising strategies, briefing materials and cases for support
- Experience developing and managing fundraising pipelines, including establishing processes for prospect identification, qualification, tracking, cultivation and movement through the fundraising cycle
- Fundraising operations and database expertise, with experience managing donor information, maintaining data integrity, generating reports and developing systems and processes that support effective fundraising
- Proficiency with donor database systems; experience with Sumac would be an asset
- Excellent written and verbal communication skills with the ability to synthesize information into compelling cases for support, donor briefings, tailored proposals and reports
- Strong interpersonal and relationship-building abilities
- Outstanding organizational skills and attention to detail and the ability to manage multiple priorities, timelines and logistics
- Strong presentation and stakeholder engagement skills
- Ability to manage multiple priorities in a fast-paced environment
- Self-motivated, professional, and highly collaborative. Able to work effectively with senior leaders, donors, volunteers and internal stakeholders
- Proficiency with Microsoft Office
- Knowledge of the Canadian Armed Forces, veteran community, or national security sector is an asset, but not a requirement
- Proficiency in French would be an asset



LEADERSHIP BIOGRAPHY

Lieutenant-Colonel (retired) Anthony Robb, MSM, CD, MBA



Anthony Robb served as a sapper in the Canadian Army for 23+ years. He held a diverse multitude of command and staff positions during his career. His final years in uniform were spent as a member of the military faculty at the Canadian Forces College. Upon leaving the CAF, Anthony joined the wargaming team at the Canadian Joint Warfare Centre, where he helped develop wargames that enhance professional military education. He now serves as the Managing Director for *Canada Company: Many Ways to Serve*, a non-profit organization that serves as a bridge between Canadians and the Canadian Armed Forces. In his spare time, he enjoys contributing to the PME body of knowledge through wargaming, curriculum development, and publications.

Anthony holds a bachelor of electrical engineering, a master of science in organizational leadership, a master of defence studies, and a Master of Business Administration.



ORGANIZATIONAL CHART

