

Position Title: Manager, Philanthropy

Reports to: Vice-President, Philanthropy

Position: Full-time, Permanent

Location: Hybrid – Humber River Health Foundation, Toronto, ON
(Tuesday–Thursday in office; Monday & Friday remote)

Salary: \$85,000–\$97,000 + comprehensive benefits, HOOPP pension, and four weeks' vacation

About Hennick Humber Hospital Foundation

Hennick Humber Hospital Foundation inspires philanthropy in support of Humber River Health, one of Canada's leading community hospitals. Through the generosity of donors, corporations, foundations, volunteers, and community partners, the Foundation helps fund leading-edge technology, innovative programs, equipment, capital priorities, and exceptional patient care that improve the lives of patients and families across the communities Humber River Health serves.

As the philanthropic partner of Humber River Health, the Foundation is committed to building meaningful relationships with donors and connecting them to the impact of their generosity. Every gift helps advance exceptional healthcare while ensuring patients have access to world-class care close to home.

The Role

Reporting to the Vice-President, Philanthropy and working closely with the Directors of Philanthropy, the Manager, Philanthropy will build and manage a growing portfolio of approximately 75–100 individual, corporate, and foundation donors and prospects, primarily with the capacity to make gifts of \$10,000 to \$100,000. The portfolio will build toward an annual revenue goal of approximately \$1.5 million.

The Manager will guide donors through the full relationship cycle—from identification and qualification through cultivation, solicitation, stewardship, renewal, and upgrade. A key focus will be strengthening the Foundation's pipeline of future major donors by identifying annual donors with increased capacity and engagement and helping move them toward major gift commitments of \$10,000 or more.

This is an opportunity for a relationship-focused fundraiser who enjoys connecting donors with meaningful opportunities, making thoughtful and appropriate asks, and managing a portfolio with discipline, persistence, and a strong focus on results.

Responsibilities

Major Gifts Fundraising

- Build and manage a portfolio of approximately 75 to 100 qualified individual, corporate, and foundation donors and prospects, primarily with gift potential of \$10,000 to \$100,000.
- Develop tailored strategies, next steps, ask amounts, and timelines that move prospects through cultivation, solicitation, stewardship, renewal, and upgrade.
- Conduct donor meetings, hospital tours, briefings, and other engagement activities that deepen relationships and advance opportunities toward a gift.

- Prepare and present tailored proposals, grant requests, and solicitations that connect donor interests with Humber River Health's funding priorities.
- Secure one-time and multi-year gifts and build a dependable base of donors who renew and increase their support over time.
- Identify opportunities above \$100,000 and transition or jointly manage them with the appropriate Director of Philanthropy or Vice-President, Philanthropy.

Pipeline Development & Portfolio Management

- Partner with Annual Giving and prospect research colleagues to identify and qualify donors who demonstrate increased capacity, affinity, or engagement.
- Develop individualized strategies to move donors generally giving \$2,500 to \$9,999 toward their first major gift of \$10,000 or more.
- Maintain an annual portfolio plan with clear revenue, qualification, visit, solicitation, renewal, upgrade, and pipeline targets.
- Maintain accurate and timely donor records, next steps, ask amounts, expected close dates, and forecasts in Raiser's Edge.
- Participate in regular portfolio reviews and use conversion, retention, upgrade, and revenue results to strengthen the major gifts pipeline.

Donor Communications & Stewardship

- Develop persuasive proposals, grant applications, briefing notes, cases for support, gift summaries, and other donor-facing materials.
- Coordinate grant requests by gathering program information, budgets, outcomes, and supporting documentation from Foundation and hospital partners.
- Partner with Donor Relations, Marketing and Communications, Finance, and Gift Administration to ensure donors receive timely acknowledgement, recognition, impact reporting, and stewardship.
- Support the development and administration of gift agreements and recognition plans.

Cultivation, Collaboration & Donor Engagement

- Use hospital experiences, clinical briefings, cultivation events, and small gatherings to deepen donor relationships and advance specific opportunities.
- Develop clear objectives and follow-up strategies for donor engagement activities.
- Engage hospital leaders, clinicians, volunteers, and subject matter experts when their participation can help advance a donor relationship.
- Collaborate across the Foundation and hospital to provide a coordinated, donor-centred experience.
- Represent the Foundation professionally in the community and participate in occasional evening and weekend activities.

Requirements

Experience, Attributes and Capabilities

- Five to seven years of progressive fundraising or related relationship-development experience, with direct experience cultivating and soliciting foundations and individual donors. Experience with corporate donors is an asset.
- Demonstrated success managing a donor or prospect portfolio and moving relationships from

identification and qualification through solicitation and stewardship.

- Experience securing five- and six-figure gifts.
- Strong prospecting and qualification skills, including proactive outreach, discovery conversations, referrals, research, and wealth screening.
- Experience developing donor proposals and grant applications and coordinating input from multiple contributors.
- Experience using a donor CRM, ideally Raiser's Edge, with knowledge of moves management, contact reporting, pipeline forecasting, and performance reporting.
- A confident relationship builder who is comfortable initiating donor conversations and making thoughtful and appropriate asks.
- An entrepreneurial spirit and builder's mentality, with the creativity, initiative, and resourcefulness to uncover new opportunities, expand the donor pipeline, and drive fundraising growth.
- Excellent written, verbal, and presentation skills, with the ability to translate complex healthcare priorities into clear and persuasive donor communications.
- Strong organization, judgment, and follow-through, with the ability to manage multiple donor relationships, proposals, and deadlines.
- A collaborative approach and the ability to work effectively with fundraising colleagues, hospital leaders, clinicians, volunteers, and other internal partners.
- Professionalism, discretion, curiosity, resilience, and a donor-centred approach.
- Post-secondary education in fundraising, business, communications, marketing, or a related field, or an equivalent combination of education and relevant experience. CFRE is an asset.

How to Apply

Hennick Humber Hospital Foundation has retained the services of **Charity Search Group** to coordinate this search. To apply, please complete the online application. If you require accommodation to participate in the recruitment process, please contact **Tanya Henry** at **tanya@charitysearchgroup.com**. Please note that applications submitted by email will not be accepted.

Hennick Humber Hospital Foundation is an equal opportunity employer and is committed to building a diverse, equitable, and inclusive workplace. We welcome applications from individuals of all backgrounds and lived experiences. If you believe your experience aligns with this opportunity, we encourage you to apply.