JOB POSTING

MANAGER, FUND DEVELOPMENT (21-MONTH CONTRACT)

Be a part of Canada's #1 charity devoted to Olympic Athletes and high-performance sport and help take Sport Philanthropy to the next level. The Canadian Olympic Foundation (COF) is the philanthropic fundraising arm of the Canadian Olympic Committee (COC) with the joint purpose to transform Canada through the power of sport. The COF is only Foundation in Canada that raises funds to support athletes at all stages of their Olympic journey – from the spark of an Olympic dream to the moment they step on the podium and beyond their competition days.

The Manager, Fund Development is a dynamic individual who drives revenue through building relationships with individuals in support of shared philanthropic goals. Reporting to the Director, Fund Development and Operations, the Manager, Fund Development is a self-starter who is organized, tenacious and creative with a drive to raise funds and has a keen passion for innovation. The Manager, Fund Development drives strategy, manages logistics, delivers impact, and facilitates the entire donor relationship on behalf of the COF and the COC.

The Manager, Fund Development will be responsible for managing the full scope of activities related to the identification, cultivation, solicitation, and stewardship of major gift donors. This individual will work to execute a program that will continue to grow the major gift portfolio of prospects and donors with a donor-focused philosophy and adherence to the highest ethical standards of the fundraising profession. They will work in collaboration with COF staff, board members, volunteers, National Sport Organizations, and current and future Olympians to further enhance the positioning and fundraising effectiveness of the COF in concert with the COC and the COF's overall objectives.

This contract role will continue to operate as a member of the Fund Development team through the completion of the LA 2028 Olympic Games. They will support the continued growth of the COF's fundraising efforts and strengthening domestic donor engagement across Canada with a target end date of late-September 2028.

LOCATION

This position will be located in the COF office in Toronto, ON at 250 Yonge St. Suite 3000. We offer a hybrid work model that allows for up to two days of remote work each week.

CORE RESPONSIBILITIES AND PRIORITIES

- In consultation with the Director, lead the strategic work of the Major Gifts program leveraging COF staff, Board and senior volunteers to identify, engage and cultivate prospect relations
- Engage individuals throughout the donor cycle aligned with achieving annual and longer-term goals by securing gifts from $25,000 to $1M+, with a minimum target of $2M raised annually
- Build and manage a robust donor portfolio of prospect relationships, including pipeline analysis, qualification, creative engagement, cultivation planning, solicitation and stewardship delivery
- Creatively navigate the prospect's path to maximize shared benefit and enhance impact to the COF and the Canadian sport system
- Work with COF colleagues and independently identify and engage new prospects
- Oversee the planning and execution of bespoke revenue generating initiatives and engagements with execution support of the COF team
- Collaborate with colleagues on various teams to deliver a high level of service and support to donors and partners
- Monitor and update strategic plans and processes for programs, activities, relationships and progress towards goals utilizing the COF CRM and complimentary systems
- Lead, coach, and develop Fund Development team members, providing ongoing mentorship, performance feedback, and professional growth opportunities while fostering a high-performing, collaborative, and donor-centric culture.
- Report on all prospect contacts, progress and results, ensuring that all related data is recorded in the CRM
- Exemplify a positive team approach to success and achievement towards goals

- Other duties, as assigned

QUALIFICATIONS AND CRITICAL SKILLS

Education and Experience

- Post-secondary degree or equivalent experience
- 5-7 years of relevant experience, including previous experience with a fundraising organization in major gifts solicitation and revenue development
- CFRE designation is an asset

Skills and Abilities

- Self-assured, entrepreneurial, professional, and works well under pressure
- Strong verbal, written and interpersonal communications skills with demonstrated ability to influence and persuade others
- Strong analytical, judgement, strategic thinking, and problem-solving skills
- Flexibility in working hours and travel
- Database proficiency and experience analyzing, interpreting, and presenting data
- Excellent project management skills with the ability to balance several projects at the same time with strong attention to detail
- Ability to establish and maintain excellent working relationships with various internal and external colleagues/stakeholders
- Ability to work with senior executives and senior volunteers, including Board members
- Demonstrates and embodies the COC values of Accountability, Excellence, Fun, Respect and Bravery

COMPENSATION

The expected salary range for this role is $79,100 to $108,790 per year. The base pay within this range is based on a number of factors, including relevant experience, skills, qualifications, internal pay equity, and market benchmarks.

As a purpose-led organization, we take a holistic approach to Total Rewards. Our offering is designed to enable employee wellbeing, recognize and reward performance, and support our long-term success. In addition to base pay, eligible employees have access to a wide range of benefits and perks including:

- Annual bonus program;
- Employee pension program with employer-matched contributions;
- Comprehensive health benefits and wellness spending account;
- Life and AD&D insurance coverage;
- Generous paid time off;
- Learning and development programs provided by world class institutions; and
- Hybrid work structure.

Certain programs and benefits are subject to eligibility requirements and may be modified in accordance with organizational policies. This posting is for an existing vacancy.

CONTACT

Please submit your cover letter and resume through ADP by November 8, 2026.

The COC is committed to ensuring our recruitment and selection processes and work environment are inclusive and barrier-free. At the COC, we celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience and capability working together makes us stronger and better as an organization.

Accommodation is also available upon request for individuals taking part in all stages of our recruitment and selection processes. Please advise the recruiter to ensure your accessibility needs due to a disability are accommodated. Information received relating to accommodation will be addressed confidentially.