Are you a relationship builder who also loves your community? Do you build strong connections with donors and love to give them ideas and solutions? Are you looking to join a small and mighty team and help donors realize their philanthropic potential? Do you like giving presentations and connecting with new networks? If so...this could be the role for you!

About Toronto Foundation
Established in 1981, Toronto Foundation (TF) is a registered Canadian charity and one of 191 Community Foundations in Canada.

We pool philanthropic dollars and facilitate charitable donations for maximum community impact in Toronto and across Canada. Our individual, family and organizational funds number more than 600 and we administer $500 million in assets. Through strategic granting, thought leadership and convening, we engage in city building to strengthen the quality of life in Toronto.

The Role
We are seeking a highly professional, detailed-oriented, self-starter to join our Philanthropy team as a Development Officer. They are responsible for providing expertise and support to both the Philanthropy and Legacy teams to build/grow the Foundation’s assets and relationships with philanthropists.

Reporting to Director, Philanthropy, the Development Officer will provide support and leadership in areas related to development following the duties and responsibilities outlined below.

DUTIES AND RESPONSIBILITIES

Development

Support of Leadership Fundraising Team:

- Participate in the development of a prospect pipeline including identification and qualification
- Prepare in-depth research profiles on identified new prospects
- Support the creation of communications materials for targeted prospects
- Ensure that prospect proposals are presented clearly and meet design standards
- Facilitate smooth onboarding for prospects becoming Fundholders, including liaising with the Fundholder Engagement team
- Provide research and insight into current trends related to the demographics of giving, high-net-worth philanthropy, social media, etc.

Prospect Development and Cultivation:

- Participate in prospect engagement throughout all stages, from identification to cultivation
• Conduct prospect outreach, including at events, through Professional Advisors, and through referrals
• Ensure prospect profiles and notes are up to date in FIMS (Foundation Information Management System)

Professional Advisor (PA) Support:

• Identify and research PAs from various disciplines that should be added to our network
• Support planning and execution of PA engagement, including planning cultivation events throughout the year
• Create quarterly PA e-newsletter targeted at our growing PA network
• Help to make PA continuing education presentations dynamic and engaging
• Draft website content and marketing materials for professional advisors, ensuring these are kept up to date

Other Duties (as required)

• Provide backup support to the Fundholder Engagement team including projects such as donor mailings, donor events, fulfilling customized donor research requests, donor grant requests and general inquiries from donors
• Play a support role in the organization of Toronto Foundation events including Toronto’s Vital Signs Launch and other Fundholder-facing events
• Participate in organizational cross-team activities as needed
• Other duties as assigned by the Director, Philanthropy

PROFESSIONAL DEVELOPMENT

• Develop and maintain proficiency in FIMS (Internal Fundholder Database management system)
• Attend relevant workshops and training and undertake other professional development opportunities to build administrative and development skills
• Stay on top of technological and process opportunities to improve communications efficiency and modernization

SKILLS AND Attributes

• Post-secondary degree in a related field or equivalent experience
• 3-5 years related work experience, preferably in a fast-paced environment
• High degree of working knowledge and proficiency in Microsoft Outlook, Word, PowerPoint, Excel, and other technology as appropriate
• Able to work effectively with a broad range of stakeholders reflecting the diversity of our city
• Excellent time management and team schedule management skills
• Strong project management and organizational skills including the ability to manage multiple priorities concurrently
• Excellent interpersonal skills and a positive team player - able to work independently and as part of a team
• Strong written and verbal communication skills including rigorous attention to detail
• Flexible and self-motivated
• Able to think ahead to anticipate future needs for the Development team
• Possess a passion and a willingness to explore new tools to improve communication and administrative efficiency
• Knowledge of Toronto’s community leadership and non-profit sector is a highly desirable asset
• Prospect Research skills, using products like NOZA or iWave for the creation of prospect profiles
• Solid social media capabilities in order to leverage these platforms for philanthropic opportunities (Twitter, Instagram, Facebook and LinkedIn)

Submission Details
TF is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, creed (including religion), sex (including pregnancy and breastfeeding), sexual orientation, gender identity or gender expression, age, marital or same-sex partnership status (including single status), family status, disability, and record of offences, in accordance with the Ontario Human Rights Code.

Toronto Foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact eaquiseto@torontofoundation.ca

Please submit your resume in confidence to resumes@torontofoundation.ca, and include the position title and your name in the subject line of the email (eg. Job Title, First Name Last Name).

Applications will be assessed on a rolling basis and the posting will close by Tuesday March 24th, 2019 at 5pm.

Due to an expected high volume of applicants, only those selected for an interview will be contacted. Thank you for your time and consideration of Toronto Foundation.

Compensation Range
The salary range for this full-time role is $53,000 - $56,500.