

## Senior Manager, Strategic Capacity and Fundraising Initiatives

**Duration:** Indeterminate

**Type:** Full-time at 37.5 hours per week

**Location:** Hybrid in Ottawa, ON. Remote candidates outside Ottawa can be considered

**Reports to:** Director, Corporate, Foundations and Legacy Development

**Salary range:** \$64,636 to \$96,953 per year

### Who we are

The Canadian Wildlife Federation (CWF) is a national not-for-profit charitable organization dedicated to ensuring an appreciation of our natural world and a lasting legacy of healthy wildlife and habitat. By spreading knowledge of human impacts on the environment, developing and delivering educational programs, conducting research, promoting the sustainable use of natural resources, and advocating for effective wildlife policy and regulation, CWF strives for a future in which Canada's wildlife is conserved for generations to come.

Diversity is a fundamental part of our core values; we create every opportunity to become more inclusive. We encourage applications from qualified candidates from all diverse communities including, but not limited to, Indigenous persons, racially visible persons, people with disabilities, 2SLGBTQ+, and women in non-traditional roles.

### Position Overview

We are seeking a Senior Manager of Strategic Capacity and Fundraising Initiatives who will play a key role in growing unrestricted revenue across the organization. Reporting to the Director of Corporate, Foundations & Legacy Development, this position is responsible for cultivating and stewarding corporate and foundation prospects, managing a pipeline of funding opportunities, and leading frontline fundraising activities. The Senior Manager maintains accurate CRM records, prepares compelling fundraising materials, and engages externally to advance organizational priorities. Because donors may support both restricted and unrestricted initiatives, this role works closely with the Conservation team to ensure aligned stewardship, coordinate shared donor relationships, and identify opportunities for supporters to expand their unrestricted contributions.

### Duties and Responsibilities:

#### *Unrestricted Revenue Portfolio Management*

- Manage a portfolio of small and medium corporate and foundation donors, ensuring strong cultivation and stewardship.

- Lead solicitations, donor outreach, and engagement activities to sustain and grow unrestricted revenue.
- Implement upgrade strategies aligned with annual targets.
- Maintain accurate CRM records and track donor activity and revenue projections.

*Operational & Capacity-Building Funding*

- Research and identify funding opportunities that support operational capacity and organizational effectiveness.
- Prepare proposal components and coordinate internal information for grant submissions.
- Monitor grant outcomes and help expand capacity-building funding pathways.

*Donor Cultivation & Engagement*

- Participate in donor meetings, site visits, presentations, and cultivation activities.
- Prepare briefing notes, proposals, and stewardship materials.
- Deliver stewardship activities including impact updates, acknowledgements, and benefit fulfillment.

*Cross-Department Collaboration*

- Work with the Conservation team to ensure aligned stewardship across restricted and unrestricted giving.
- Coordinate shared donor relationships and support seamless handoffs.
- Identify opportunities for donors to increase their unrestricted support.

*Reporting & Administration*

- Prepare revenue forecasts, portfolio updates, and pipeline reports.
- Gather program information and impact data to support proposals and stewardship.
- Represent the organization at external events and engagement opportunities.

**Education and Experience:**

- Bachelor's degree in a related field (e.g., philanthropy, business administration, communications, environmental studies, or equivalent).
- CFRE certification (required).
- 3+ years of experience in fundraising, corporate and foundation relations, or a similar nonprofit development role.
- Demonstrated experience managing a portfolio of donors and meeting annual revenue targets.
- Proven ability to develop and deliver donor cultivation, solicitation, and stewardship strategies.
- Strong proposal writing, grant preparation, and case-building skills.
- Experience researching and securing capacity-building or operational funding is an asset.

- Proficiency with CRM systems (e.g., Raiser's Edge, Salesforce, or similar) and strong data management skills.
- Excellent communication, presentation, and interpersonal skills, with the ability to build strong donor relationships.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Collaborative mindset with experience working cross-functionally to support shared donor strategies.
- Ability to represent the organization professionally at external meetings and events.
- Ability to communicate fluently in both English and French is considered an asset.

### **Work Conditions**

- Full-time at 37.5 hours per week, typically Monday through Friday. Overtime may be required, including occasional evening and weekend work.
- Salary will be determined based on experience and internal parity, and can range from \$64,636 to \$96,953 per year.
- Location: Ideally, based at our Head Office in Kanata (Ottawa West), Ontario, with hybrid flexibility to work from home two consecutive days per week. Remote candidates outside of Ottawa can be considered.
- Must be able to travel for off-site meetings, visitations, conferences, and other activities when required. Travel is expected to be minimal (3-4 times per year) by car/flight.
- Manual dexterity required to operate computer and peripherals.
- Exposure to mental stress due to managing demands from multiple work activities and strict grant deadlines.
- Regularly interacts externally with corporate executives, foundation heads, and executive directors.

### **Why work with us?**

- We are a rapidly growing team of forward-thinking individuals who all share a common passion: wildlife and habitat!
- Friendly and casual work environment.
- Opportunity to expand your network of conservation and program experts.
- We are committed to work-life balance.
- We are committed to building a more diverse workforce.
- Relevant professional development opportunities for career growth.
- We offer a competitive benefits plan at no cost to employees which include health, dental, vision, and LTD. Enrollment to Employee Assistance Program.
- We offer Group RSP enrollment with up to 5% matching.

- 13 paid stat holidays per year.
- Generous time-off policies include paid vacation days, sick days, float days, and appointment time.
- Complimentary subscription to our Canadian Wildlife magazine.

**APPLICATION DEADLINE:** February 20, 2026

**HOW TO APPLY:** Cover letter and resume should be submitted [ONLINE](#). Only the candidates who meet the requirements and are selected for an interview will be contacted. We thank you for your interest in the Canadian Wildlife Federation!

**AODA Statement:** CWF is an equal opportunity employer and is committed to an inclusive, accessible hiring process. Please notify the HR Department if you require any accommodations throughout the recruitment process.

**AI Statement:** CWF does not use artificial intelligence (AI) tools to screen, assess, or select applicants. All applications are reviewed and evaluated by human members of our hiring team.