



Opportunity
Changes
Everything

Toronto Kiwanis

Position Title: Development Manager, Fundraising and Donor Experience

At BGC Toronto Kiwanis we focus on inspiring children, youth, and families to achieve their dreams and grow up to be healthy and successful individuals.

We're always looking for smart, proactive, and talented people who have a passion for impacting the next generation. Everyone at BGC Toronto Kiwanis makes a meaningful contribution and has fun too. Respect, belonging, and teamwork are all part of our culture. We encourage curiosity and diversity because it makes us stronger. Work in a lean yet agile team as we all work towards continuing the impactful work of shaping the next generation and our community.

Position Status: Full-time position

Job Type: Permanent

Location: Toronto, On (Flexible Hybrid)

Reporting to: Executive Director, BGC Toronto Kiwanis

Application Deadline: August 4th, 2022

About the Role

The Development Manager will be responsible for leading the ongoing development and execution of the donor experience strategy. Including setting measurable goals, reporting, campaign coordination and special events, and donor communications. The purpose of this role is to help strengthen and foster donor relationships with a focus on donor stewardship and scaling annual gifts through a strategic multi-year plan. This role will work in collaboration with leaders from both our programs and finance teams.

WHAT BGC TORONTO KIWANIS OFFERS YOU:

- Flexible hybrid work model to balance the benefits of working from home and the collaborative teamwork experience in the office.
- Opportunity to work in an organization that empowers and encourages its team members to develop both professionally and personally.
- Opportunity to add value through challenging the status quo of existing processes and procedures.
- Compensation Package:
 - **Hiring Salary Range:** \$50,000 - \$60,000 per year, with the ability to progress
 - **Benefits Package:** Dental and Medical health benefits
 - **Company Pension Plan**
 - **Vacation Package**

101 Spruce Street
Toronto, ON M5A 2J3

www.bgctk.org

Charitable Number
10757 3149 RR001



Toronto Kiwanis

WHAT YOU BRING

- Bachelor's degree or equivalent
- The ideal candidate would have a graduate program and experience in fundraising and/or business development and marketing.
- Experience in data management and use of CRMs like Salesforce
- Demonstrated success working independently and collaborative
- The ideal candidate would have knowledge of grant writing
- Experience in strategic planning and creative problem solving
- Strong, customer service and communication skills
- Highly self-motivated and attention to detail
- High proficiency in Microsoft Office (i.e. Word, Excel, PowerPoint)
- Working knowledge of marketing platforms like social media

WHAT YOU'LL DO

1. Fundraising

- a. Lead staff and volunteers with fundraising events, which will include event planning, coordinating logistics of event execution, drafting event communications, and ensuring the donor database is up to date.
- b. Research and identify new streams of donor prospects including federal, provincial, and municipal agencies, corporations, foundations, etc.
- c. Grant writing
- d. Additional administrative work related to fundraising and the donor experience as needed

2. Strategy

- a. Ensure the donor database is an updated and contains all relevant data points
- b. Donor reporting to Executive Director, Board of Directors, and public including media.
- c. Use knowledge of our donor patterns to continuously pivot strategic plans to the changing environment and donor trends.
- d. Continue to stay knowledgeable of donor and non-profit sector trends related to the donor experience.

COVID considerations:

- We are a mask-friendly organization
- The ideal candidate will be vaccinated

Candidates who require accommodation during the recruitment process should contact at: kiduse@bgctk.org

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