



Toronto Kiwanis

Opportunity
Changes
Everything

BGC Toronto Kiwanis (BGC TK)

Location: 101 Spruce Street, Toronto ON M5A 2J3

Effective: October 2024

Level: mid-level, 2 - 3 years' experience

Salary Range: \$60,000 - \$69,000

Reporting to: Executive Director, BGC TK

Employee Group: Full-time position, on-site with a 3-month probation

BGC TK is hiring a Fund Development Manager!

Who We Are

For the last 100 years, BGC TK has played a life-changing role in downtown Toronto communities' children, youth, and families. We pride ourselves on being a leading provider of quality programs and offering transformative experiences that are affordable, accessible, and reliable. These experiences provide the building blocks for creating healthy and civically engaged young people. BGC TK operates six program sites serving Regent Park, St. Jamestown, Moss Park and Cabbagetown in the downtown east and Trinity Bellwoods in the downtown west.

Our impact is tangible, with over 50,000 young people benefiting from our services, 1,300 annually and 525 daily. We provide over 126,200 nutritious meals and log 299,250 program hours. Each of our BGC TK Clubs is a beacon of hope in our communities, offering innovative programming that adapts to the evolving needs of our members.

Our programs offer a diverse range of activities that challenge children and youth, encouraging healthy living, personal growth, and community involvement. We foster self-esteem through the guidance of supportive adult mentors and engaging activities that stimulate the mind, body, and spirit of each young person.

Programs and activities focus on Literacy and Learning, Cooking & Nutrition, Physical Activity, Creative Arts, and Personal Development.

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Your Impact: Fund Development Manager

- **Annual Funding**—Further develop relationships with an existing pipeline of corporate, foundation, and major gift donors to design and implement an annual fund program that aligns with the goals and objectives of our strategic plan.
- **Corporate and Foundation Giving** – Collaborating with senior staff and the Executive Director to research and identify grants, corporate sponsorship and foundation opportunities that fit our philanthropy objectives.
- **Stakeholder Reporting** – Lead comprehensive reporting for public and private stakeholders, including budgets, metrics, and financial statements for fundraising activities.
- **Stewardship** - Engage in direct communication and stewardship activities such as thank you cards, tax receipting, donor recognition, facility tours, distributing the Annual Report, and consistent information updates.
- **Volunteer Engagement** – Develop a volunteer engagement strategy including opportunities for corporate support and community involvement.
- **Data Management** - Maintain donor records and associated activities in the Salesforce CRM database, ensuring high accuracy in data entry and timely record-keeping of donor interactions and contributions.
- **Events** – Organize and execute donor stewardship and community engagement events both online and in-person, under the direction of the Executive Director.
- Perform other related duties as required or assigned to support the organization's overall goals.

Who You Are: Fund Development Manager

- **Passionate:** Inspired by the work of BGCTK and eager to build on our vision of “*All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.*”
- **Fundraiser:** Proven success in fundraising with experience in soliciting and developing new relationships and stewarding long-term donors.
- **Communicator:** Excellent verbal and written communication skills.
- **Collaborative:** A positive, collaborative working style. Highly developed interpersonal skills, including diplomacy and confidentiality when working with members and staff.
- **Organized:** Excellent project and time management skills. Very keen attention to detail coupled with the ability to multitask.
- Proficiency in customer relationship management (CRM) systems is required, and experience in Salesforce is considered beneficial but optional.



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We understand the importance of work-life balance. While the role may require flexible hours, including some evenings and weekends for special events or during peak periods, we are dedicated to supporting our employees in achieving a balanced work-life schedule.

Working conditions:

- 37.5 hours, daily, Monday to Friday, in an office environment
- Working in a seated position every day, most weeks, for four or more hours
- Occasional weekend and evening work as it relates to Fundraising events.
- Required to perform repetitive movements, including keyboarding for four or more hours
- Signing a confidentiality agreement and obtaining a criminal records check are required
- Lifting and moving materials under 25 lbs.

Application Deadline: September 2024

Expected start date: October 2024

Hiring Timeline: Applications for the Fund Development Manager position will be accepted until 11:59PM EST on Friday, September 20, 2024. Interviews will take place in person. The ideal starting date for this position is Monday, October 21, 2024. We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

How To Apply: Please send your resume and cover letter in one email to Executive Director Greg Gary: ggary@bgctk.org with the subject line: FUND DEVELOPMENT MANAGER.

BGC Toronto Kiwanis encourages applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, as well as from newcomers, gender-diverse people, and members of other equity-deserving groups. If you are comfortable, please indicate in your cover letter if you identify as a member of an equity-deserving group.

BGC Toronto Kiwanis welcomes and encourages applications from people with disabilities for all available positions. Accommodations will be made available upon request for candidates participating in all aspects of the selection process.

Benefits of Employment: The salary will be determined based on the successful candidate's years of experience, qualifications, and competencies relevant to this position. In addition to a competitive salary, our benefits package includes:

- Three weeks of vacation
- Eligible to enroll in Health benefits (after three months of employment)
- 10 sick/personal days per year (not bankable)
- An annual budget for continuing professional development