

# JOB POSTING

## Account Manager



Daily Bread's vision is to end hunger in our city and to that end we require both food to assist those experiencing hunger and funds to make sure we can maintain our operations as well as purchase nutritious food. We are looking for an Account Manager who will help us cultivate, solicit and steward current and prospective strategic relationships.

<b>Job Title:</b>	Account Manager
<b>Reporting to:</b>	Vice President, Philanthropy
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7
<b>Start date:</b>	Immediately
<b>Terms:</b>	35 hours a week / Permanent – Full-time <i>Daily Bread offers a competitive employer-paid benefit package after three months and an opportunity to join the Group RRSP plan after one year.</i>

The Account Manager will be responsible for identifying, articulating, securing and growing opportunities for donations, grants, and sponsor partnerships to create new and to build on existing revenue streams.

### Key Performance Measures

- Revenue growth
- Portfolio growth - managing current donors, identifying and qualifying new prospects
- Key metrics for calls, visits, funding requests made and funding success
- Developing sponsorship and cause-marketing opportunities
- Donor movement through stages of research, qualification, cultivation, solicitation and stewarding

### Key Assignments

- Cultivate and support fundraising partnerships; use best-in-class fundraising practices, and execute tactics – events, campaigns and programs -- that are aligned with Daily Bread's strategic priorities and objectives.
- Provide logistical support as required and as appropriate for return on Daily Bread's partnership investments i.e.) coordinating volunteers; communications support etc.
- Ensure that funds and food raised through partnerships are appropriately processed and acknowledged, and timely reports are provided to stakeholders.
- Increase third-party peer-to-peer fundraising and fundraising volunteer experiences by and from employees, professional associations, workplace environments and community groups.
- Meets partner retention targets and cultivates opportunities to confirm multi-year partnerships.
- Ensure that donor contacts and actions are recorded in the fundraising database (NXT/RE) and maintain accurate electronic and hard copy files as required.

### Position Requirements

The Account Manager will have a combination of the following elements of experience and credentials, demonstrated core competencies and compelling personal attributes:

## Professional Experience & Credentials

- Post-secondary degree in fundraising, marketing, communications, or related field. A combination of relevant education and experience, including business development or sales, may be considered.
- CFRE an asset.
- Grant writing experience is an asset
- 3-5 years of progressive experience in achieving fundraising targets (or comparable sales/business development experience).
- 3-5 years managing sponsorships and other corporate partnerships.
- Sound knowledge of donor cultivation, recognition and stewardship best practices.
- Exceptional oral, interpersonal and presentation skills and the ability to motivate and inspire others and build relationships in support of Daily Bread.
- Ability to produce stimulating and informative written proposals and presentation decks.
- Demonstrated skill and comfort in proactively building relationships with prospective supporters.
- Excellent judgment and creative problem-solving skills.
- Ability to make decisions in a changing environment and anticipate future needs.
- Sound numeric ability and experience using Excel and other Office software.
- Passionate about eliminating poverty, and food security issues.

## Personal Characteristics

- Can articulate vision and aspirational goals of Daily Bread into a clear and compelling presentation to senior corporate leaders and employee groups.
- Is passionate about the mission of Daily Bread.
- Works well within a team as a cooperater and team contributor.
- Energetic, flexible, collaborative and proactive.
- Driven to meet targets and rises to the challenge of stretch goals.
- Computer literate and the able to work effectively with fundraising software to drive results.
- Ability to work with sensitive information with complete confidentiality.
- Must be able to work occasional evening and weekends

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## How to Apply

To be considered, forward a covering letter stating why you are suitable for the role along with your résumé by Sunday, **February 23, 2020** to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca)

*Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview. **Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.** Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.*