

# JOB POSTING



## DEVELOPMENT OFFICER, COMMUNITY PARTNERSHIPS AND EVENTS

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low income and experiencing food insecurity. Daily Bread distributes fresh and shelf stable food, and fresh-cooked meals to 126 member agencies and 189 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

<b>Job Title:</b>	Development Officer, Community Partnerships and Events
<b>Reporting to:</b>	Senior Manager, Community Partnerships and Events
<b>Salary:</b>	\$61,000 to \$71,000 per year commensurate with experience
<b>Terms:</b>	35 hours a week / Permanent – Full-time with occasional early mornings, evenings, weekends, and holidays
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7

### About the Job

As an integral member of Daily Bread Food Bank's fundraising team, you will play a key role in driving revenue through new and returning third-party peer-to-peer fundraising campaigns. Managing a pipeline of community partners (individuals, groups, workplaces, schools, faith organizations, etc.), you will provide direct account management—including fundraising coaching and technical support—to ensure that partners have a positive experience and feel empowered to exceed their fundraising and/or food raising goals. Reporting to the Senior Manager, Community Partnerships and Events, you will be also responsible for engaging stakeholders through the delivery of meaningful event experiences.

### Key Responsibilities (Including but not Limited to)

#### Community Partnerships (75%)

- Manage a pipeline of community partners (fundraising and food drive organizers) consisting of individuals, groups, workplaces, schools, faith organizations, and other third parties.
- Provide community partners with direct account/relationship management, including fundraising coaching, technical support, event attendance (as appropriate), and stewardship.
- Maintain accurate and consistent community partner activity tracking in the Raiser's Edge database including call reporting, moves management and other updates.

- Achieve targeted monthly, quarterly, and annual cultivation, solicitation, and revenue goals.
- Support Senior Manager, Community Partnerships and Events in the development, management, and ongoing improvement of Daily Bread's Community Partnerships program.
- Identify and recommend new opportunities to increase revenue and engagement through peer-to-peer, community, and other digital fundraising/donation platforms.

#### Events (25%)

- Working with the Senior Manager, Community Partnerships and Events, develop an Events strategy that meets revenue targets and supports Daily Bread's broader engagement objectives.
- Development Events – lead all aspects of planning and production from concept development through execution, including proactive coordination with relevant stakeholders across Development, Marketing and Communications, Volunteer Services and other departments as appropriate.
- Other Daily Bread Events – provide strategic advice and expertise as well as hands-on support to stakeholders across the organization to help them assess their events needs and deliver meaningful event experiences for their respective audiences.

#### **What you bring to the Role**

- College diploma or university degree with at least 3-5 years proven success in a non-for-profit fundraising environment or the equivalent education and experience.
- Ability to build strong relationships with prospective and current donors, partners, board members, senior leadership, volunteers, and staff to achieve organizational goals.
- Excellent planning / organization / project management skills: Detail-oriented with a demonstrated ability to lead successful projects, including post-evaluation.
- Proven ability to manage community fundraisers in the \$1,000+ range.
- Customer-focus: Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations and receive positive feedback.
- Ability to work autonomously and as a member of a team in a fast-paced, high-volume, and professional environment, managing multiple priorities.
- Communication: Speak, listen, and write in a clear, confident, respectful, thorough, and timely manner using appropriate and effective communication tools and techniques. Demonstrated comfort with public speaking and oral presentations.
- Excellent working knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook and database systems (Blackbaud: Raisers Edge, Raisers Edge NXT, Luminate Online, Team Raiser)
- Demonstrated ability to take initiative, problem-solve and practice sound decision-making
- Valid G class driver's license (or equivalent).

#### **What You will Get in Return**

- Competitive Salary
- Employer paid benefits package including health and dental
- Matched Group RRSP
- Professional Development Stipend
- Free Lunch onsite daily
- Support, expertise and mentoring from a team of Development Professionals

### **Other Considerations for You**

- Creative, kind, fun, and passionate team culture.
- We take our mission seriously, but not ourselves.
- Active social committee.
- Flexible working conditions with an expectation of ~20% on-site for donor meetings/ tours etc.
- Occasional travel to offsite meetings, presentations, and events.
- Occasionally required to support operational/warehouse activities as needed, including unloading food donations, and lifting items up to 50 lbs.

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### **How to Apply**

Please forward a cover letter and résumé by Monday **May 02<sup>nd</sup>, 2022** to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca). Interviews for the position will be conducted on a rolling basis

***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.***

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.