

## JOB POSTING

### Senior Manager, Major and Mid-Level Giving

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 128 member agencies and 193 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.

<b>Job Title:</b>	Senior Manager, Major and Mid-Level Giving
<b>Reporting to:</b>	Vice President, Philanthropy
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7
<b>Salary:</b>	Starting at \$82,000 per year; commensurate with experience
<b>Terms:</b>	35 hours a week / Permanent – Full-time, Hybrid

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and a comprehensive **employer-paid** benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#).

#### Other considerations for you:

- RRSP Matching after 1 year.
- Free daily lunches when on-site at 191 New Toronto St office.
- Free on-site parking.
- Three (3) Weeks of Paid Vacation per year.
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Professional Development opportunities.

#### Job Summary

The Senior Manager, Major and Mid-Level Giving leads a team and is directly accountable for major and planned giving programs throughout the cultivation, solicitation and stewardship of current and prospective individuals and foundations. Reporting to the VP Philanthropy, the successful candidate will identify and articulate opportunities for donations, and grants, to create new revenue streams to support Daily Bread Food Bank's mission, vision and values.

### **Key Performance Measures**

- Revenue growth.
- Portfolio growth. Managing current donors, identifying, and qualifying new prospects.
- Key metrics for calls, visits (including metrics for engaging senior leadership and senior volunteers on calls and visits) funding requests made and funding success.
- Developing funding opportunities.
- Donor movement through stages of research, qualification, cultivation, solicitation, and stewarding.

### **Key Responsibilities**

#### **Major Gift (\$10K+) and Planned Giving Development and Management**

- Contribute to Daily Bread's annual revenue goals by securing and renewing donations from individuals and foundations of \$10,000 and higher.
- Strategize and split the cohort between you and direct report(s)
- Conduct prospect research, identification and qualification to grow the portfolio of support capable of making annual contributions of \$10,000 or more.
- Develop and manage a cohort of high-touch major gift donors and report on the major gifts portfolio at large.
- Design and implement thoughtfully conceived and tailored strategies for donor solicitations including the development of proposals, presentations, call notes and donor recognition.
- Develop grant applications and proposals for solicitations.
- Manage donor recognition and stewardship plans for key relationships in line with the organization's framework and policies.
- Develop and distribute impact reports to donors.
- Ensure that donor contacts and actions are recorded in the fundraising database (NXT/RE) and maintain accurate electronic and hard copy files as required.
- Working with colleagues on the Development team and in other departments, initiate, develop, and execute new events, promotions and engagement opportunities to excite current donors to give at new levels and entice new donors to give.

#### **Mid-Level (\$1K-9999) Strategy Management**

- Working with VP Philanthropy, and Direct Report(s) to develop long-term and annual Mid-Level plans.
- Oversee the implementation of a Mid-Level strategy that cultivates, solicits and stewards Mid-Level donors to bridge the gap between Annual Giving and the Major Gift portfolio to feed the pipeline.

### **Pipeline monitoring and reporting**

- Work closely with Senior Manager, Annual and Monthly giving to align on moves management.
- Use database analytics and architecture to enhance solicitation.

- Record all donor contacts in the fundraising database (NXT) and maintain accurate electronic and hard copy files on all major gift donors.
- Produce monthly reports on the prospect pipeline and move management.
- Develop best practices approaches to planned, mid and major giving.
- Participate in activities to develop and share new ideas that will result in better work practices and collective, team-based success to achieve target fundraising results.

#### **Other**

- Attend functions as appropriate to promote Daily Bread and its programs to supporters and prospects.
- Ensure donations are in line with Daily Bread's gift acceptance policies.

#### **Team Coaching and Supervision**

- Work with (2) direct reports to clearly articulate project goals, activities, timelines and budgets.
- Oversee account management for Mid-Level (\$1k-9,999) and Major Gifts (\$10K+)
- Develop best practice approaches to donor recognition, cultivation, stewardship, and program development.
- Participate in activities to develop and share new ideas that will result in better work practices and collective, team-based success to achieve target results.
- Develop opportunities and plans that support continuous professional development and growth.

#### **Position Requirements**

The Senior Manager, Major and Mid-Level Giving 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.
- 5-7 years of progressive experience in achieving fundraising targets (or comparable sales/business development experience).
- 5-7 years managing donor relationships.
- 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 the vision and aspirational goals of Daily Bread in a clear and compelling presentation to individuals and foundations.
- 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 rise to the challenge of stretching goals.
- Computer literate and 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 evenings and weekends.

### How to Apply

To be considered, applicants must submit a cover letter and resume by **Thursday, February 15<sup>th</sup>, 11:59 p.m.** to [careers@dailybread.ca](mailto:careers@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.