

JOB POSTING

Development Officer, Corporate and Community Partnerships

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 132 member agencies and 207 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.

Job Title	Development Officer, Corporate and Community Partnerships
Department	Development
Reporting to	Senior Development Officer, Corporate and Community Partnerships
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$65,000-\$68,000 per annum
Terms:	35 hours a week / Permanent, Full-Time, Hybrid
Schedule:	Monday to Friday

Other considerations for you:

- 100% Employer paid health and dental benefits.
- Free daily lunches when on-site at 191 New Toronto St office.
- 15 days of Paid Vacation per year.
- RRSP Matching after 1 year.
- Recognized as one of [Greater Toronto's Top Employers \(2024\)](#).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Free on-site parking.

POSITION OVERVIEW

Daily Bread Food Bank's Corporate and Community Partnerships team is tasked with building relationships and driving revenue (and food) through corporate and community partnerships, as well as delivering meaningful event experiences for donors, volunteers, and other stakeholders. The team consists of one Senior Manager, two Senior Development Officers and two Development Officers, each of whom reports to one of the Senior Development Officers.

As Development Officer, Corporate and Community Partnerships, you will play a key role in activating and inspiring our city to support Daily Bread Food Bank and help ensure that individuals and families experiencing hunger can continue to access fresh, nutritious food. Working closely alongside the other Development Officer, you will support community fundraising and food drive organizers, manage a pipeline of mid-level corporate partners (including employee volunteer groups), and assist with the planning and execution of Daily Bread events.

Key Responsibilities (including but not limited to):

Community Partnerships

- 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 / food drive coaching, encouragement, and technical support.
- Post-fundraising / food drive stewardship, including thank you emails/letters/calls to ensure partners feel appreciated and understand the impact of their support.
- As appropriate, attend community (and workplace, school, etc.) events to give presentations, deliver thank you remarks, pose for cheque presentation photos, etc.
- Liaise with food drive organizers and Daily Bread's Transportation team to schedule food drive pick-ups (including for Fire Halls) and drop-offs in our Wireless Warehouse in a Box system.
- Maintain accurate and consistent community partner activity tracking in the Raiser's Edge database including call reporting, moves management and other updates.

Corporate Partnerships

- With support of Senior Manager and Senior Development Officers, develop and execute strategies to cultivate, solicit and steward mid-level corporate partners to bridge the gap between Annual Giving and the Corporate Major Gifts portfolios to feed our pipeline.
- Cultivate and secure corporate partners for the Employee Volunteer Program, driving workplace fundraising opportunities to deepen employee engagement.
- Deliver engaging tours of Daily Bread to donors and Employee Volunteer Program groups.
- As needed, prepare briefing notes, proposals, and impact reports for corporate partners.
- Maintain accurate and consistent donor activity tracking in the Raiser's Edge database, including call reporting, moves management and database updates.
- Provide regular status reports related to mid-level partners' cultivation cycles and annual forecasted revenues against annual budget.
- Ensure corporate partnerships are in line with Daily Bread's gift acceptance policies.

Events

- Assist with the planning and execution of all Daily Bread events (fundraising events, stewardship events, press conferences, Daily Bread's Best in Class Awards, etc.).
- Coordinate transportation and logistics for events, including staging materials, delivery and pick-up of event supplies/equipment, securing event rentals, and venue research.
- As needed, liaise with Volunteer Services team to secure event volunteer support.

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 close gifts in the \$1,000+ range.
- Customer-focus: Anticipate, understand, and respond to the needs of internal and external stakeholders in a professional and timely manner.
- Demonstrated commitment to professional growth.
- 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, TeamRaiser).
- Demonstrated ability to take initiative, problem-solve and practice sound decision-making.
- Compassion, humbleness, and a sense of humour are key assets on this team.
- Valid G class driver's license (or equivalent).

Work Environment:

- Flexible working conditions with an expectation of three to four days per week on-site for donor meetings, tours, etc.
- Occasional travel to off-site meetings, presentations, and events, including occasional evening and weekend events.
- Occasionally required to support operational/warehouse activities as needed, including unloading food donations, and lifting items up to 50 lbs.

HOW TO APPLY

To be considered, applicants must submit a cover letter and resume by **Thursday, June 13th, 2024, 11:59 p.m.** to 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.