

## JOB POSTING

### Development Officer, Individual Giving (Major Gifts)

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.

<b>Job Title</b>	Development Officer, Individual Giving (Major Gifts)
<b>Department</b>	Development
<b>Reporting to</b>	Senior Development Officer, Individual Giving (Major Gifts)
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7
<b>Salary:</b>	\$65,000-\$68,000 per annum
<b>Terms:</b>	35 hours a week / Permanent, Full-Time, Hybrid
<b>Schedule:</b>	Monday to Friday with occasional events that you can accrue lieu time for

#### 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

Reporting to the Senior Development Officer, Major Gifts, the Development Officer, Individual Giving (Major Gifts) is a results-oriented frontline fundraiser with a focus on major gift donors contributing \$10k+. This role entails managing a portfolio of donors and aiming to deepen engagement while raising funds for Daily Bread Food Bank.

#### Key Responsibilities (including but not limited to):

##### Donor Stewardship:

- Collaborate with the Senior Development Officer, Individual Giving (Major Gifts) to execute comprehensive moves management strategies and action plans for cultivating and soliciting donors in the major gift pipeline (\$10k+).
- Ensure timely and personalized communication with donors through various channels, including thank-you letters, emails, meetings and phone calls.
- Prepare briefing notes, proposals, and impact reports to effectively engage donors and demonstrate the organization's impact.
- Maintain accurate and consistent donor activity tracking in the Raiser's Edge/NXT database, including call reporting and moves management updates.
- Work towards achieving targeted monthly, quarterly, and annual cultivation, solicitation, and revenue goals aligned with the organization's overall strategy.
- Assist the Senior Development Officer, Individual Giving (Major Gifts), in implementing the major gift planned giving strategy.

#### **Prospecting:**

- Conduct thorough research to identify potential individual donors aligned with the organization's mission and fundraising priorities.
- Develop and maintain a prospect pipeline, tracking interactions and progress through the cultivation process.

#### **Grant Management:**

- Identify potential grant opportunities to support the organization's programs and initiatives.
- Write compelling grant proposals, ensuring alignment with funder priorities and guidelines.
- Deliver comprehensive and timely reports to grant funders, highlighting achievements, challenges, and impact, in alignment with their reporting requirements.

#### **Competencies:**

- Collaboration: Compassion, strong internal partnerships, respectful approach to achieve goals that move the organization forward
- Planning/Organization/Project Management: Input and implement strategies to move the major gift portfolio forward.
- Customer-focus: Anticipate, understand, and respond to the needs of internal and external partners/donors to meet or exceed their expectations and receive positive feedback from internal and external partners/donors.
- Communication: Speak, listen, and write in a clear, confident, respectful, thorough and timely manner using appropriate and effective communication tools and techniques.
- Professional: Ability to work autonomously and as a member of a team in a fast-paced, high volume and professional environment, managing multiple priorities.
- Flexibility and change management: Is able to adapt well to organizational changes or priority shifts.
- Strong analytical and organizational skills and the ability to meet short-term targets without compromising long-term objectives.

**Qualifications/Experience (or equivalent):**

- Minimum of 3-5 years progressive experience managing fundraising programs.
- University degree or equivalent practical experience in a relevant field.
- CFRE is an asset.
- Knowledge of planned giving programs would be an asset.
- Knowledge of regulatory framework and ethical fundraising practices required.
- Strong and proven CRM skills and experience in Raiser's Edge and Raiser's Edge NXT.
- Results orientated in a mission driven environment.
- Driving license an asset.

**Work Environment:**

- Flexible working conditions with an expectation of ~20% on-site for donor meetings/tours etc.

**HOW TO APPLY**

To be considered, applicants must submit a cover letter and resume by **Thursday, June 13<sup>th</sup>, 2024, 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.