



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

POSITION TITLE: Senior Development Officer, Mid-Level Giving & Foundations

LOCATION: Toronto - in office and temporarily home based due to COVID-19

APPLICATION CLOSING DATE: November 23, 2021

SALARY RANGE: \$70,000-85,000

ABOUT STELLA'S PLACE:

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

Job Description:

Reporting directly to the Director of Development, the Senior Development Officer (SDO), Mid-Level Giving & Foundations will be responsible for advancing the mission of Stella's Place by fostering strong relationships with friends, and donors, and will generate philanthropic support by managing a portfolio of donors and prospects. Key responsibilities include strategic relationship building with prospective donors; research and writing highly customized funding proposals, grant applications and stewardship reports. The incumbent will also help design, plan, launch and lead the execution of a new mid-level giving program, which will include identifying, cultivating and soliciting existing and new donors.

Role Responsibilities

Fundraising Responsibilities – 75%

Foundations Portfolio:

- Builds and manages a portfolio of granting and family foundations
- Proactively builds the Foundations prospect pipeline through GrantConnect and other sources



- Develops and manages a centralized submissions schedule/calendar with clear proposal development timelines to meet submission deadlines
- Collaborates with program colleagues to develop and frame proposal ideas that reflect Stella's programmatic priorities and match donor interests

Mid-level Giving Portfolio:

- In conjunction with the Director of Development, designs, plans and launches a new mid-level giving
- Manages and grows the mid-level giving program
- Reviews donor data on a regular basis to identify prospects for upgrading, and works collaboratively with development team colleagues on identification, stewardship and renewal strategies to optimize donor giving
- Identifies mid-level giving donors to transition to major and planned giving prospects

Donor Relations:

- Creates briefing notes, call reports, compelling proposals/letters of intent, presentations, gift agreements and customized stewardship reports for portfolio prospects and donors
- Attends donor and organizational events as required

Other:

- Meets/exceeds major gift Key Performance Indicators (KPIs) such as the number of moves, meetings and proposals per month)
- Assists in other duties as required in furthering the goals of the Development team and Stella's Place

Administration – 25%

- In collaboration with the Development and Operations teams, sets portfolio annual and long-term revenue plans
- Ensures timely and accurate recording of moves management activity in DonorPerfect database
- Prepares weekly/monthly portfolio management reports for the Director of Development and the Board
- Ensures that portfolio donors are recognized according to the donor recognition vehicles and policies of Stella's Place

Qualifications & Experience

- University degree or College diploma in fundraising/ non-profit management/business or equivalent major gift experience
- Minimum five years experience in fund development
- Experience meeting with donors and prospects and making the case to donate
- Proficiency with prospect research and donor stewardship



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

- Exceptional proposal/grant writing skills with proven success in securing funding
- Excellent project management and organizational, analytical and administrative skills
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Proficiency in Microsoft Office Suite required, and experience with relational CRM databases (DonorPerfect preferred)
- Strategic Thinker, Attention to Detail and Strong Donor Portfolio Management Skills
- Personal qualities of integrity, credibility, and dedication to the mission of Stella's Place
- Knowledge of Federal and Provincial legislation affecting charities, and charitable status

SALARY & BENEFITS:

Stella's Place offers a competitive annual salary and a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation and 15 health days annually. Vacation increases after one year of service.

HOURS & REPORTING:

Regular communication, coaching, mentoring, professional development, and evaluation will take place with the Director of Development on a regular basis.

This is a full time position working 40 hours per week Monday to Friday. Weekend and evening work will be required occasionally.

DIVERSITY, EQUITY, AND ACCOMMODATION:

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place and how you heard about the position (include specific website or network) along with a detailed CV to careers@stellasplace.ca with subject: Senior Development Officer, Mid-Level Giving & Foundations by November 23, 2021.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.