



POSITION TITLE: Senior Development Officer, Corporate & Foundation Giving

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

APPLICATION CLOSING DATE: March 4, 2022

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), Corporate & Foundation Giving 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 current and prospective corporate and foundation donors; the development and execution of corporate engagement strategies; research and writing highly customized funding proposals and stewardship reports.

#### Role Responsibilities

Fundraising Responsibilities – 75%

#### Portfolio management:

- Builds and manages a portfolio of corporate and foundation donors and prospects

- Proactively researches and qualifies new prospects through iWave, GrantConnect and other sources
- Develops and implements customized cultivation and moves management strategies to convert prospects into donors and retain and expand existing donor relationships
- Collaborates with program colleagues to develop and frame proposal ideas that reflect Stella's programmatic priorities and match donor interests
- Creates and manages a centralized Foundations submissions schedule/calendar with clear proposal development timelines to meet submission deadlines
- Develops a suite of employee engagement activities to recruit, engage, and steward new, current, and lapsed corporate donors
- Meets or exceeds annual revenue targets

#### Donor Relations:

- Creates briefing notes, call reports, compelling proposals/letters of intent, presentations, gift agreements and customized stewardship reports for portfolio prospects and donors
- Ensures timely donor stewardship and recognition following the receipt of financial commitments and at touchpoints throughout the year, to ensure donor retention
- 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 donor 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
- Exceptional proposal/grant writing skills with proven success in securing funding
- Experience with corporate partnerships and employee engagement activities
- 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.

**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](mailto:careers@stellasplace.ca) with subject: Senior Development Officer, Corporate & Foundation Giving by 4pm on Friday March 4, 2022.

We encourage interested applicants to submit early as the hiring committee will be reviewing/evaluating resumes as they are received.

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