



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Senior Development Officer, Mid-Level Giving & Foundations

<b>Job ID</b>	<b>3D-D9-BE-64-67-00</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=3D-D9-BE-64-67-00">https://careers.indigenous.link/viewjob?jobname=3D-D9-BE-64-67-00</a>	
<b>Company</b>	Stella's Place Assessment And Treatment Centre	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2021-10-12	To: 2021-11-23
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$70,000-85,000/yr 40 hours per week Monday to Friday	
<b>Languages</b>	English Required	

### 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 â€” 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 Place 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 â€” 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

Place

## **Experience**

### **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

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 Stellaâ€™s Place

Knowledge of Federal and Provincial legislation affecting charities, and charitable status

## **Work Environment**

### **SALARY & BENEFITS:**

Stellaâ€™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 . Weekend and evening work will be required occasionally.

## **Other**

### **Diversity, Equity and Accommodations:**

Stellaâ€™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 Stellaâ€™s Place.

Stellaâ€™s Place is committed to hiring practices that are inclusive and barrier free. Stellaâ€™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.

## **How to Apply**

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stellaâ€™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, 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.