

## JOB POSTING

### DEVELOPMENT MANAGER (FULL-TIME)

#### WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment (FE) supports (including effective policy and regulation) are available to all people living on a low income across Canada.

At Prosper Canada, we value being collaborative, human centred, and forward thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is at the core of what we do and who we support to build financial health. Our financial empowerment efforts focus on equity-seeking groups, including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities.

We strive to create a culture where all feel valued, respected, and a true sense of belonging. We seek to bring diverse perspectives that represent the lived experience, needs and challenges of equity-seeking groups. Join us in supporting and empowering everyone in Canada to prosper.

#### POSITION OVERVIEW

Prosper Canada is seeking a full-time Development Manager to drive our major gifts fundraising program, targeting foundations, financial sector firms in Canada and government grants.

In June 2020, we launched a time limited fundraising campaign with the goal of raising \$5 million from foundations and financial sector partners over two years. By March 2022, we had raised over \$9M in multi-year funding. Based on this success, we have made this a permanent program and are seeking an entrepreneurial, results driven fundraiser to take this program to the next level.

The successful candidate will lead day-to-day management of the program, under the supervision of the Vice-President, Strategy and Impact and working directly with our other Manager, Development who will be focused on our individual giving program, the CEO, other staff across the organization and a cadre of high-level volunteers.

The ideal candidate is a trained fundraiser with 3+ years' experience and a successful track record in raising funds from corporations, foundations and government. You have strong funder management skills. You are highly proficient in the use of relevant fundraising approaches, software and tools, and experienced at successfully project managing a significant pipeline. You enjoy and excel at developing compelling pitches and proposals and have superior writing and powerpoint skills. Highly collaborative and adaptable, you are adept at working with organizational leaders, Board members, high-level volunteers, and other teams to move plans forward and achieve results. You are highly motivated by the opportunity to help foster greater inclusion and opportunity for people with low incomes and want to be part of an organization with a bold aspirational vision, the ability to form deep and lasting partnerships with funders, and a track record of transformative impact.

This position has a strong project management and administrative dimension. The successful candidate will work closely with our Executive team and Board members and will help shape Prosper Canada's broader fundraising strategies, systems, and processes.

## **COMPENSATION**

The salary range for this position is \$70,000- \$80,000. Upon successful completion of a 3-month probation period, the successful candidate will also participate in a full suite of employee benefits including: group medical and dental benefits, an Employee Assistance Program, an employer RRSP contribution and membership in the Common Good retirement savings plan, paid personal and sick days, 20 paid vacation days, paid time off when we close the office from Christmas Eve through New Year's Day, and professional development opportunities.

## **SUMMARY OF RESPONSIBILITIES**

- Develop a robust pipeline of qualified corporate and foundation prospects and proposals sufficient to achieve pipeline targets
- Identify government grants we should pursue
- Research and evaluate corporate and foundation prospects to prioritize them, inform pitches, and equip those pitching funders to be as effective as possible
- Plan, support and track donor cultivation and solicitation activities
- Engage senior team, Board members, other fundraising volunteers, and interested stakeholders in helping to identify, cultivate and engage prospects through External Affairs Committee of the Board and individual meetings and follow up as needed

- Prepare engagement and pitch materials for Executive team, Board members and other fundraising volunteers (e.g., prospect profile, engagement email, powerpoint presentation)
- Lead and project manage the collaborative development of corporate, foundation and government funding proposals and budgets with relevant internal teams
- Support development of funder contracts, ensuring appropriate funder recognition is incorporated.
- Support executive team and other senior leaders to deliver on key fundraising tasks as needed to ensure timely progression of active prospects
- Work with other internal teams to establish clear roles, responsibilities and processes to support successful delivery of your program – e.g.; gift acknowledgement and receipting, financial processing, funder recognition and stewardship
- Work with Marketing and Communications team to ensure appropriate and timely funder recognition, including naming/branding opportunities, that aligns with our framework, is properly resourced, and is effectively implemented
- Support internal Business Development Team meetings (usually 1-2 per week) by preparing agendas and circulating follow-up notes
- Support Board Fundraising Committee meetings, including logistics, agendas, background materials, and messaging/presentations
- Support the monitoring and reporting of our business development efforts.

## EXPERIENCE AND COMPETENCIES

If you don't meet all our requirements (below), but believe your skill set and experience is applicable or transferable we would love to hear from you!

### **Please apply if you meet most of these requirements:**

- 3-5 years of fundraising experience
- Entrepreneurial spirit and self-starter
- Results-driven with demonstrated success in corporate, foundation and/or government fundraising
- Demonstrated project management skills and 3+ years of project management experience
- Experience working with Board volunteers and senior staff to implement fundraising plans
- Experience in funder management (corporate, foundation, government) and fundraising volunteer management
- Adept in philanthropic prospect research and analysis, and use of associated tools
- Excellent writing, PowerPoint, and visual presentation skills
- Demonstrated understanding of marketing principles, trends, and strategies
- Experience in developing funding proposals and budgets
- Proficiency in MS Word, PowerPoint, Excel, and Teams, and CRM tools and software (e.g., Salesforce, Dynamics365, Raiser's Edge, or Donor Perfect)
- French language proficiency

- Bachelor’s degree or post-secondary education in fundraising, sales, and/or marketing
- Certified Fundraising Executive (CFRE) designation (or working towards designation)
- Membership in a fundraising association (e.g., Association of Fundraising Professionals, Canadian Association of Gift Planners, Association of Professional Researchers for Advancement, and/or Association for Healthcare Philanthropy)
- Project management certification/designation (PMP, CAPM)

**Prosper Canada also values/welcomes:**

- Experience and knowledge related to issues of poverty, economic inclusion, and financial empowerment
- Applicants from all racialized groups, including black, Indigenous, and people of colour
- Applicants of all gender expressions and sexual/romantic orientations, including queer, trans, non-binary, and people who identify as two-spirit
- Applicants experiencing intersectionality
- Your personal experience of living on a low income, being a newcomer, or living with a disability and the insights and perspectives this would bring to your work
- Your understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities.

We encourage candidates to tell us about themselves in their cover letters and to highlight how their lived experiences help them understand the needs and challenges faced by equity-seeking groups. We are committed to making accommodations for all candidates and staff with temporary or permanent disabilities.

**APPLICATION DETAILS**

Application due: Open until filled  
 Travel required: Minimal  
 Location: Toronto, Ontario, Canada

Currently, our staff are working from home with limited access to our office (up to 2 days per week, subject to appropriate health and safety measures) until pandemic conditions allow us to fully reopen the office. We value in-person connection but expect many staff will want to blend in-office and remote work going forward. We look forward to discussing hybrid options with potential candidates.

How to apply: **Email your resume and a cover letter to [info@prospercanada.org](mailto:info@prospercanada.org) with subject line: Manager, Development application.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. **Interviews with candidates will be conducted virtually. If you require any accommodations to have a successful interview, please let us know.**