

The Neighbourhood Group Community Services (TNGCS) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2025-95

POSITION TITLE: Director of Community Engagement and Major Gifts	
DEPARTMENT: Philanthropy & Communications	STATUS: Contract Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: July 14, 2025 to August 17, 2026 or until the return of the incumbent
REPORT TO: Vice President, Philanthropy and Communications	SALARY RANGE: \$98,800.00- \$111,150.00
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Neighbourhood Group Community Services (TNGCS) is hiring a 13-month parental leave contract for the Director of Community Engagement and Major Gifts position. The Director will have the opportunity to refine their relationship-building and fundraising acumen, deliver strategy and contribute to the leadership of one of Toronto's biggest social service agencies.

Reporting to the VP, Philanthropy and Communications, the Director is responsible for the development and implementation of a strategic approach to major gifts fundraising, focusing on individual and foundation donors in the \$1000+ range, with the majority of gifts between \$5,000-\$50,000. The Director will primarily spend their time engaging with active and prospective major donors, legacy donors, and foundations. The Director is an organizational leader, amplifies TNGCS's impact and builds ambassadorship, and plays a leading role in driving departmental strategy and implementing development plans with a commitment to community-centric fundraising. This position works out of 349 Ontario Street with some flexibility to work at other locations across Toronto.

MAJOR DUTIES:

Fundraising:

- Steward relationships with individual donors and foundations by communicating impact and providing an individualized donor experience, growing opportunities for long-term and enhanced support
- Maintain a robust pipeline of charitable gifts of \$1000+ from major donors and 5,000+ from foundations, by developing proposals, building relationships, and conducting ongoing prospecting
- Continue to implement the legacy giving strategy, including the ongoing development of collateral, pipeline building and stewardship
- Work closely with the fundraising team to identify new major, legacy, and foundation donors, and upgrade existing donors through moves management

Leadership

- Build a culture of philanthropy across the organization by engaging staff, volunteers, current/former board members and other ambassadors in amplifying the organization's impact, building relationships and soliciting support
- Lead the development and implementation of departmental strategies, including development and stewardship plans alongside the VP, Philanthropy and Communications
- Contribute to organizational initiatives and strategy as a member of the Senior Leadership Team
- Supervise and coach the Annual Grants Officer and support proposal and report development, prospecting, and stewarding foundation donors
- Supervise and coach the Donor Database Analyst, providing oversight to key functions such as gift processing and receipting, accurate financial reporting, and the optimization of the donor database to align with organizational needs

Communicate Impact

- Continue to build on the repository of compelling cases for support for programs that rely on private donations
- Work closely with the Manager of Data Strategy and program leads to communicate impact through data and storytelling

REQUIREMENTS & QUALIFICATIONS:

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

- Bachelor's degree in a relevant field
- Minimum 3-5 years of experience in fundraising with a proven track record of success in major gifts and/or foundations fundraising
- A strategic and creative thinker who works proactively and can manage a diverse set of priorities
- Demonstrated awareness of and experience with the donor relationship cycle (identification, cultivation, solicitation, stewardship)
- Flexible and adaptable; able to work both independently and as part of a team with proven ability to set priorities and with minimal supervision
- Strong relationship-building and leadership skills
- Strong written and oral communication
- Ability to visit various sites across the city and meet in person with donors and partners
- Ability and willingness to work occasional non-traditional hours for events, meetings, and deadlines
- Expertise in using CRM systems, experience with Raiser's Edge an asset
- Certified Fundraising Executive (CFRE) certification an asset

What we offer:

- Comprehensive extended health benefits, including a \$300 discretionary health benefit that can be used for health-related expenses such as gym memberships, exercise equipment, veterinary care/supplies for a household pet, athletic footwear/clothing, etc.
- The opportunity to join a dynamic, supportive team with pathways to growth at one of Toronto's most significant social service agencies.
- Accrued vacation and sick days each month plus five float days per calendar year.
- 35-hour work week and comp time accrual up to a maximum of 70 hours for additional hours worked

To apply, submit your resume with "TNG2025-95" in the subject line of your email to: careers@tngcs.org