

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

JOB OPPORTUNITY

Job# TNG2023-159

POSITION TITLE: Director, Community Engagement, Major Gifts and Legacy Giving	
DEPARTMENT: Philanthropy and Communications	STATUS: Regular Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: n/a
REPORT TO: Vice President, Philanthropy and Communications	HOURLY RATE: Commensurate with experience
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Director, Community Engagement, Major Gifts and Legacy Giving under the direction of the Vice President, Philanthropy and Communications (VP) is responsible for the development and implementation of a strategic approach to major gifts fundraising and legacy giving with a particular focus on individual, corporate and foundation donors. The Director is responsible for cultivating and growing the donor base and raising gifts in the \$25,000 to \$500,000 range. The Director will primarily spend their time engaging directly with top-tier prospects and high net worth donors, large corporations, and foundations. In addition, this role is focused on readying and equipping the fundraising team and the CEO for accelerated revenue growth and enhanced donor long-term philanthropic support.

MAJOR DUTIES:

- Support the Vice President, Philanthropy and Communications by providing input into the development of fundraising and stewardship approaches and tactics to achieve long-term growth
- Work in collaboration with the fundraising team to identify, cultivate, solicit and steward current and prospective major gift and legacy gift donors
- Ensure a robust pipeline of charitable gifts by developing proposals, donor cultivation and stewardship plans and activities and ongoing prospect identification and research
- Identify \$25K+ prospects, cultivate relationships and move donors through all aspects of the donor cycle (identification, qualification, cultivation, solicitation, and stewardship) and create individual donor strategies and associated plans
- Develop key donor relationships to strengthen and grow opportunities for long term donations, communicate effectively and meaningfully providing an individualized donor experience
- Build a culture of philanthropy across the organization engaging staff, senior leadership, volunteers, Board members and other stakeholders
- Build a TNGCS Ambassadors program, providing coaching and support to senior leadership, executives, and volunteers to open doors, engage prospects, build relationships, make the ask and conduct ongoing stewardship and outreach
- Build compelling cases for support with a focus on youth, people who are experiencing homelessness, seniors and newcomers
- Develop strategies and execute plans to promote and secure planned gifts

REQUIREMENTS & QUALIFICATIONS:

- Bachelor's degree in a relevant field
- Minimum 3-5 years experience in fundraising with a proven track record of success in Major Gifts
- A strategic and creative thinker who works proactively and can manage a diverse set of priorities
- Demonstrated awareness of and experience with the donor/client 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; work with minimal supervision and meet deadlines
- Strong relationship-building and business development skills.
- Skilled communicator in both writing and in presentations
- Ability to visit various sites across the city and meet in-person with donors and stakeholders
- Ability and willingness to work non-traditional hours to execute donor events and meet the needs of donors, partners, and volunteers
- Expertise in using CRM systems, experience with Raisers Edge an asset
- Certified Fundraising Executive (CFRE) certification an asset

To apply, submit your resume with "TNG2023-159" in the subject line of your email to: careers@tngcs.org

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