



Fundraising Manager

Do you have a background in revenue generation/fundraising and a passion for the non-profit sector? We are seeking a skilled manager with experience in fundraising.

Food Allergy Canada is a national charity and Canada's leading patient organization committed to educating, supporting, and advocating for the more than 3 million Canadians impacted by food allergy. We focus on improving the daily quality of life of individuals and families by providing education and support needed to effectively navigate food allergy, building informed and supportive communities, and acting as the national voice on key patient issues. [Learn more about our priorities and the impact we make with our latest annual report.](#)

To fully support the ambitions of our organization, we need to take our capability of revenue generation to a new level starting with adding a Fundraising Manager to our team.

Role Summary

Help to create positive change in the lives of millions affected by food allergy. Although we are a small non-profit, our initiatives and programming make a global difference. Through this role, the Fundraising Manager will help to build the foundation in fundraising that will enable this organization to drive greater impact.

Reporting to the Executive Director, the Manager of Fundraising will work closely with the Executive Director, VP Marketing & Communications and External Strategic Consultant(s) to support the expansion of our fundraising program.

The Fundraising Manager is the first position in our fundraising department. Building on existing fundraising activities, this role has the following accountabilities:

- Oversee and manage the execution of a multi-activity annual fundraising program
- Coordinate prospect research, discovery, cultivation, and solicitation processes
- Ensure implementation of best practices of donor stewardship
- Identify new sources of philanthropic revenue including opportunities with individuals, corporate partners, events, and grants
- Assist in the creation of various communication materials to support fundraising activities
- Ensure best practice in donor record management
- Data review and analytics to alert Food Allergy Canada leadership of potential opportunities
- Measure impact by producing and analyzing fundraising reports that track and capture activity and financial results

Skills and Qualifications

- College/university degree
- Minimum 5 years + years in fundraising experience, including major gift, annual sponsorships, corporate and foundations with a focus on the data mining, fundraising process and support necessary to identify and cultivate new and existing donors
- Excellent project management skills and knowledge of the processes that support fundraising
- Excellent interpersonal skills, verbal, and written skills
- Proven ability to collaborate and work effectively with others
- Organized and detail oriented, with many moving parts and deadlines, ability to multi-task and prioritize is a necessity
- Proficiency in fundraising software, information resources and publications including fundraising databases and online services. Familiarity with Giftworks CRM is an asset.

What is required to be successful in this role?

- **Be guided by a passion for the cause.** We are a team of highly qualified individuals who are passionate about our cause and motivated to push through to get to real impact, while maintaining a balanced approach
- **Naturally drawn to process and facilitation** Being organized, process oriented and data driven, you excel at orchestrating the behind-the-scenes activities to support fundraising success for charities.
- **Have a donor relations mindset and appreciate that donors are partners in mission delivery.** Taking a prudent approach to maximize the impact of our donor dollars.
- **Be willing to take ownership and make things happen.** We are a lean and entrepreneurial organization which means you need to be prepared to take the lead and seize the opportunity for action.

Location: The role is based in our Toronto office and allows for remote work.

Please email your resumé and cover letter to info@foodallergycanada.ca by **October 30, 2022** and put "Fundraising Manager" in the subject line.

Kindly note that while all applications will be reviewed, only selected candidates will be contacted within 2 weeks of the closing date.