

MANAGER OF MAJOR GIFTS

The Toronto Zoo Wildlife Conservancy is a registered charitable foundation and a dedicated partner with the Toronto Zoo in the fight against extinction. The Toronto Zoo Wildlife Conservancy works to secure financial resources for the crucial wildlife conservation work being done by the Toronto Zoo in preserving endangered species, breeding and reintroducing endangered animals into the wild, and creating opportunities to reconnect people with nature.

More information about the Wildlife Conservancy can be found at www.wildlifeconservancy.ca.

If interested in this position, please submit your resume and cover letter no later than Friday October 15, 2021 to*:

Email: hr@torontozoo.ca

* Please state "Manager of Major Gifts" in the subject line of your application.

Applicants must outline, in a resume and cover letter, complete details of education, experience, training, and other qualifications relevant to the requirements set out below.

Position Summary: The Wildlife Conservancy is looking for an experienced and creative full-time Manager of Major Gifts. A seasoned fundraiser with an affinity for conservation and a proven track record of success, the Manager of Major Gifts will identify and develop opportunities to raise major and transformational gifts to support wildlife conservation program and capital initiatives at the Toronto Zoo. The Manager of Major Gifts will report to the Executive Director, and work closely with the Director of Fund Development and Wildlife Conservancy support staff, as well as Toronto Zoo senior staff as necessary.

Job Details: With a passion for wildlife conservation, and inspired by the Toronto Zoo's mission of connecting people, animals and conservation science to fight extinction.

Responsibilities

- In collaboration with the Executive Director and the Director of Fund Development, develop and implement strategies in support of future major giving goals and initiatives.
- Engage and steward donors that support the Wildlife Conservancy's priorities at the \$50,000 gift level and above. Independently manage a small portfolio of major and transformational gift donors.
- Prepare grant proposals to secure major gifts from foundations and government sources
- Assist in the recruitment, orientation, training and motivation of volunteers who support major gift goals and programs.
- Work collaboratively with the Toronto Zoo and Wildlife Conservancy leadership team (and senior major gift volunteers, when acquired) to develop and implement fundraising initiatives based on Toronto Zoo Master Plan priorities and establish operating plans and objectives, solicitation priorities, giving and recognition events.
- In consultation with Wildlife Conservancy colleagues, lead the development of a comprehensive, donor-centric stewardship plan for donors

- Oversee prospective major donor engagement, recognition and stewardship strategies, programs and events tailored for individual, corporate and foundation major gift donors.
- Develop and enhance a prospect pipeline at a level sufficient to achieve the Wildlife Conservancy's major gift giving goals.
- Analyze and monitor progress towards established goals; recommend adjustments as required in order to meet targets.
- Develop and monitor project and program budgets.
- Recruit and hire team members as required. Coach and mentor direct reports.
- Conduct annual staff performance reviews, ensuring that they are achieving objectives in alignment with major gift program revenue and stewardship goals.
- Provide external industry knowledge, monitor trends in the philanthropic environment and implement best practices as appropriate.
- Other duties and responsibilities as assigned.

Qualifications

- University degree preferred. CFRE designation or equivalent an asset.
- Demonstrated ability to identify and develop donor relationships.
- 5 years managerial experience would be preferred.
- 5 years experience leading/ supervising staff would be preferred.
- Skill in developing and implementing successful strategies for the identification, cultivation and solicitation of major gift donors at the five-figure level and above.
- 10 years experience working in a major gifts program environment would be preferred.
- Experience applying for and reporting on government grants.
- Proven ability to engage, support and provide leadership to volunteers involved in major gift philanthropy.
- Exceptional interpersonal skills, with the ability to work with and through others using influence and persuasion.
- Experience with proposal development, negotiations and tailoring complex gift agreements.
- Exceptional organizational and execution skills; capable of effectively and calmly managing many priorities and projects simultaneously.
- Previous experience working in a complex organizational environment. Excels in an environment of change and ambiguity.
- Exceptional time management, planning, and organizational skills, with an emphasis on detail and accuracy.
- Strong communication skills (oral and written.)
- Reputation for integrity and high ethical standards.
- A professional and exceptional donor centric service approach.
- Must have a working knowledge of Ontario Occupational Health & Safety Act, WHMIS legislation, and Toronto Zoo Safety Policy.

CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.

If interested in this position, please click on the link below and complete the instructions on the questionnaire. You will also be required to submit your resume and cover letter.

To apply click here: <https://forms.office.com/r/V5uyULnA34>

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Salary will be commensurate with experience. In addition, an extensive pension and benefits plan is provided.

The Toronto Zoo Wildlife Conservancy provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.

The Toronto Zoo Wildlife Conservancy respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S persons, and women.

Applicable individuals receiving an offer of employment are required to comply with the requirements of TZ Policy SAFE-038 – Mandatory Covid-19 Vaccination Program.