



## **Manager, Partnerships & Philanthropy** **Partnerships & Philanthropy**

### **About BGC Canada**

Opportunity changes everything.

For 125 years, BGC Canada (formerly Boys & Girls Clubs of Canada) has been creating opportunities for millions of Canadian kids and teens. As Canada's largest child and youth serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at over 600 locations nationwide. During out-of-school hours in small and large cities, and rural and Indigenous communities, our trained staff and volunteers provide programs and services that help young people realize positive outcomes in academics, healthy living, physical activity, job readiness, mental health, social development, leadership and more.

Learn more at [bgccan.com](http://bgccan.com) and follow us on social media @BGCCAN.

### **About You**

Our small-but-mighty fundraising team operates in a fast-paced, exciting and collaborative environment.

Always in the know, you are an incredibly detail-oriented fund-raiser, a multi-tasker and super communicator, not afraid to make a cold call, and able to build strong working relationships with partners across the country. Proactive and nimble, you are able to juggle multiple priorities and love nothing more than reaching for ambitious fundraising targets.

Ideally, you have a strong understanding of fundraising fundamentals and are knowledgeable about federated models and how to successfully work with member agencies, especially in helping to keep them engaged in the success of our partnerships. Bilingualism is a definite asset.

### **About the Role**

The Partnership Manager, Partnerships & Philanthropy is responsible for leading and supporting both outbound fundraising efforts and managing accounts of leading brands. Your role will include ongoing prospecting and stewardship, maintaining an active pipeline of \$1-1.5M in qualified net new business and returning partners on an ongoing basis.

This portfolio is expected to lead and contribute to a team that raises over \$10M annually from the corporate sector, private foundations and individuals.

The Partnership Manager works closely with the entire Partnerships & Philanthropy team as well as various departments of BGC Canada, and other key stakeholders such as senior volunteers and board members. You are a frontline fundraiser with annual revenue goals. You will spend most of your time prospecting, meeting with prospective donors, building proposals, and stewarding donors. In addition, you will contribute to and sometimes lead internal cross-departmental project teams as requested, and responsible for administrative tasks as required.

While the candidate must be available for in-person donor meetings and events, there is an opportunity for this to be a hybrid in-person/work from home role.

## RESPONSIBILITIES

### **Fund Generation**

- Manages a portfolio of approximately 60-75 prospects through the donor cycle including conducting one-on-one meetings with prospects to cultivate donors and secure gifts over \$25,000
- Responsibilities include managing a pipeline and ensuring real-time tracking, forecasting and objective-setting, identifying prospects, making discovery calls, developing proposals and letters, crafting benefits and recognition strategies, reporting and donor stewardship, and negotiating terms for contracts with new and renewing partners
- Develops and implements strategies to build relationships with partners of BGC Canada, ensuring quality stewardship to share the impact of BGC Canada and inspire investment
- Works with various BGC Canada departments to develop proposals, create project charters, generate invoices, develop Club activations, and ensure consistent stewardship and donor reporting
- Prepares strategies and briefing notes for calls and completion of call follow-up
- With the Senior Director, supports major campaigns and events, which may include but is not limited to Club Day, Youth of the Year, BGC Canada Golf Classic, board campaign, staff campaign, vendor campaign and year-end campaign

- Support the execution of events including partner activations, BGC Canada events, cultivation and stewardship events and receptions

### **Admin & Opportunity Development**

- Ensure timely and accurate maintenance of all revenue, solicitation and donor information, and project charters in Salesforce
- Lead and contribute to opportunity development with various departments at BGC Canada
- Other duties as required

### **Other**

- Participate in the planning of annual and longer-term fund development strategies
- Maintain a high degree of motivation, superior work ethic, attention to detail and commitment to continuous improvement consistent with the culture of the Partnerships & Philanthropy team
- Be an informed and curious member of the Partnerships & Philanthropy team and make creative connections between and among people, events and programs and their associated circles to increase revenue, donor and sponsor bases
- Behave as a strong external ambassador for BGC Canada with external stakeholders. Participate in partner events, townhalls, external conferences, panels as a BGC Canada representative as requested, speaking to the impact of BGC Canada partnerships.
- Work collaboratively with other BGC Canada departments and model behavior that encourages a mutually supportive team environment that provides exceptional donor service and delivers the highest standards of excellence and ethics in every donor interaction
- Other duties as required

### **Qualifications:**

- Experience supporting a fundraising program and interacting with donors
- A strong writer – able to write letters of inquiry, acknowledgements, proposals, decks and other partner correspondence; develop customized solicitation tools; write talking points for events and meetings

- Ability to prepare detailed briefing materials for senior leadership for cultivation or solicitation meetings or events
- Ability to prepare briefing and debriefing notes, letters and other documentation to support the closing of gifts.
- Understanding of the charitable landscape including CRA regulations
- Event coordination and execution experience with a proven track record working with senior volunteers
- Advanced skill level with Microsoft Office suite, Canva, experienced in relational databases and/or CRM platforms, preferably Salesforce

#### Interpersonal Skills:

- Thrives in a fast-moving, agile and collaborative environment
- Positive attitude and strong interest in making a difference in the lives of children and youth
- Highly organized, detail-oriented and a strong self-motivated multitasker
- A disciplined initiative-taking doer capable of balancing multiple projects and meeting deadlines
- Confident, personable, clear and persuasive communicator of complex ideas
- A welcoming and open-minded individual who demonstrates respect for workplace diversity and inclusion

#### How to Apply

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please email your cover letter and resume to [lmabhurukwa@bgccan.com](mailto:lmabhurukwa@bgccan.com) and include “Manager, Partnerships & Philanthropy – YOUR NAME” in the subject line.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees.

We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process. We thank all applicants for their interest. However, only those under consideration for the role will be contacted. The starting salary range for this position starts at \$72,000. Placement within the range is commensurate with experience.