



JOB POSTING – SENIOR MANAGER, MAJOR AND MID-LEVEL GIVING PROGRAMS- One Year Maternity Leave Position

Organization:	Right To Play International
Department/Division:	Canadian National Office (CNO)
Work location:	Toronto, Canada (other working arrangements are possible)
Authorized to work in:	Canada
Target Hiring Range:	\$78,000-90,000
Closing Date:	October 14, 2020

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

At the heart of our work in Canada is a theory of change that sees a collaborative partnership between Right To Play and local communities, schools and organizations as fundamental to promoting positive child and youth development. Today, Right To Play works in partnership with 85+ Indigenous communities to empower over 7,000 children and youth through our PLAY (Promoting Life-skills in Aboriginal Youth) program.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Senior Manager, Major and Mid-Level Giving Programs will be responsible for implementing all aspects of our strategy for the growth and development of our mid-level and major donor base. The Senior Manager will create and implement strategies to cultivate relationships with approximately 50 existing and prospective



donors at the \$10k+ level and will work closely with the Canadian Advisory Board to identify additional prospects at the \$10K+ level. The Senior Manager will work closely with the National Director and the CEO on their major gift prospects and ensure there is strong support to them as they also seek to attract new major donors to the organization.

The Senior Manager, Major and Mid-Level Giving Programs will also be responsible for building a mid-level (\$1K to \$10K) giving circle at Right To Play and will support a group of Canadian Advisory Board members who also share in this ambition.

The Senior Manager, Major and Mid-Level Giving Programs, will report into the National Director of the Canadian National Office (CNO) and have one direct report that is the Stewardship and Engagement Officer.

The Senior Manager will work closely with many individuals within the CNO including the Manager of Corporate Giving, the Senior Manager of Marketing and Communications, the Senior Development Manager, Indigenous Programs and the Events and Sponsorship Manager.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Major Giving Portfolio (35% of Time):

- Manage a portfolio of approximately 50 prospects and donors
- Identify, cultivate, solicit and steward major gift donors to meet annual revenue goals
- Collaborate with colleagues and volunteers on strategy for high priority, high touch individual giving prospects
- Provide behind-the-scenes management of the donor pools for the CEO and National Director (e.g. proposals, strategy, follow-up)
- Participate in creating and implementing a multi-year plan for major donors with concrete and measurable goals, annual calendar and metrics
- Maintain database records, using CRM, tracking contact and pipeline related information
- Develop a prospect research strategy
- Conduct regular face-to-face meetings with donors and prospects, including direct gift solicitations throughout the year
- Implement strategy for Board member involvement in cultivation and stewardship including at Board member related events and fundraisers; provide Board members with necessary professional and strategic support
- Develop and maintain a thorough understanding of Right To Play domestic and international programs and use this to create opportunities for donors

Job Responsibility #2: Communication, Stewardship and Events (30% of Time):

- Collaborate with the Communications team to establish a regular and engaging cycle of compelling and strategic communication for major giving donors
- Ensure all communications to major gift prospects and donors are highly customized
- Create meaningful donor stewardship events and engagement opportunities to support the major and mid-level giving programs
- Work closely with the Finance and Business Operations team within the CNO to maintain an efficient stewardship process that ensures all donors receive personalized and timely communication and



acknowledgment

- Plan and execute event follow up for major donors and prospects at all Right To Play signature events

Job Responsibility #3: Mid-Level Giving Portfolio (15% of Time):

- Develop a mid-level giving program for Right To Play donors giving between \$1,000 and \$9,999
- Work with the Stewardship and Engagement Officer to ensure there is consistent cultivation, solicitation and stewardship for this donor group
- Work with the Board to enhance their engagement in the identification and cultivation of mid-level giving prospects

Job Responsibility #4: Team Leadership and Capacity Building (15% of Time):

- Participate in strategic, annual and operational planning at the CNO
- Serve as a member of the CNO SMT and participate in the development and implementation of the CNO's goals
- Provides technical support to the program team in regards to Canada Provide coaching, mentorship and management to two direct reports while focusing on building a culture of collaboration and teamwork

Job Responsibility #5: Performs other duties as assigned (5% of Time):

EDUCATION/TRAINING/CERTIFICATION:

Required (must have):

- Undergraduate degree OR comparable combination of education and lived experience

Desired (asset):

- Project management certification
- Experience with fundraising for internationally based and/or indigenous programs preferred

EXPERIENCE:

- Minimum of 5 years of professional experience in major gift fundraising, business development, prospecting, donor cultivation and relationship management
- Proven experience working with volunteers to identify and secure new individual donors
- Experience with meeting with donors and prospects and making the case to donate to a non-profit
- Experience in the development of successful proposals for individual and family foundation donors
- Experience managing staff.

COMPETENCIES / PERSONAL ATTRIBUTES:

- Must have excellent prospecting skills and proven ability to work with volunteers in prospecting efforts
- Must bring creative and actionable ideas to covert donors to higher value givers
- Strong interpersonal skills in particular exceptional ability and the confidence to relate with different levels of stakeholders including high net worth individuals
- Ability to interpret and communicate complex programs and ideas to a varied audience
- Proven ability to set priorities, complete work with minimal supervision and meet deadlines
- A hands-on team player
- Strong strategic planning and critical thinking skills



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

- Excellent written and verbal communications skills
- Ability to take initiative to ensure results; self-motivated
- Highly professional in approach and detail oriented
- Champions the culture of continuous improvement that institutionalizes learning, innovation, achievement and support. Ensures these attributes are given priority attention while conducting the business of the organization.

LANGUAGES:

- Fluency in spoken and written English.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. We offer a competitive salary and benefits package including Group RRSP Plan with 3% matching contributions, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.

Target Start Date: Immediate

Contract Duration: One Year Contract (maternity leave)

HOW TO APPLY:

If you are interested in applying for this position, kindly apply [here](#). Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check and vulnerable sector screening as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.