



## **JOB POSTING – SENIOR DEVELOPMENT MANAGER, INDIGENOUS PROGRAMS - CANADA**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Canadian National Office
<b>Work location:</b>	Toronto, Canada (other working arrangements are possible)
<b>Authorized to work in:</b>	Canada
<b>Target Hiring Range:</b>	\$78,000-90,000
<b>Closing Date:</b>	September 25, 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 Development Manager, Indigenous Programs - Canada will play a lead role in ensuring there are the necessary pillars to support a successful fundraising program in support of Promoting Life-Skills in Aboriginal Youth (PLAY), which is the name of the Indigenous programming based in Canada. This will ensure there are the necessary communication tools and proposals, engagement and stewardship opportunities and prospects and



donors are being cultivated, solicited and stewarded for these programs. The Senior Development Manager will also be the primary liaison between the CNO and the Canadian programs team.

The Senior Development Manager will report into the National Director of the Canadian National Office (CNO) and work closely with the Executive Director of Indigenous Programs - Canada.

The Senior Development Manager will collaborate with many individuals within the CNO including the Director of Major Gifts, the Manager of Corporate Giving, the Senior Manager of Marketing and Communications and the Stewardship and Engagement Officer, as well with the Indigenous Programming management team.

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## **PRIMARY RESPONSIBILITIES:**

### **Job Responsibility #1: Fundraising Strategy (35% of Time):**

- Leads the development of the annual fundraising strategy for Indigenous Programs – Canada in collaboration with the CNO fundraising team
- Oversees the quarterly reporting of activity related to fundraising for the Indigenous programs including prospects and donor targets, moves management reporting, \$ raised against goal and stewardship programming
- Supports the ND of the CNO in ensuring there is a sub-committee of the Canadian Advisory Board (CAB) who are well-trained and supported to be external allies in the raising of funds for the Indigenous programs.
- Develops the necessary strategy and role description to enable the recruitment of Indigenous volunteer representation on CAB.
- Provides oversight and strategic guidance on targeted funding proposals for Indigenous Programs over \$50,000 ensuring that all relevant staff (i.e. finance, monitoring and evaluation, program development) have provided sign-off prior to submission
- Partners with others on the CNO to ensure there is a calendar of engagement and stewardship program for Indigenous Program donors and prospects
- Provides advice and support to CNO marketing and communications in the development of appropriate external communication pieces for the programs.

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### **Job Responsibility #2: Cross-Team Management (15% of Time):**

- Primary liaison between the CNO and Indigenous Programs team to ensure there is the appropriate oversight and engagement on fundraising activity.
- Leads the quarterly Fundraising and Indigenous Programs team meeting.
- Collaborates with the Indigenous Programs Team to ensure there is support for necessary donor engagement, stewardship, reporting and proposal development.
- Works with the Executive Director and/or Program Directors for technical guidance and oversight of decisions effecting programming and the political landscape.
- Ensures the Executive Director, Indigenous Programs – Canada has regularly updates regarding fundraising status has the necessary briefing notes for all external meetings with donors and prospects.

**Job Responsibility #3: Government Fundraising (45% of Time):**

- Leads the development of the domestic government fundraising strategy and key government relationships with the support and guidance of the National Director, Program Directors & Executive Director.
- Leads the grant management cycle for government funding (prospecting to reporting), engaging identified team members for technical input and final approvals in accordance with RTP grant management standards.
- Ensures community voice and priorities are represented in submitted proposals.
- Manages donor stewardship for all domestic government stakeholders, including appropriate program and other team members as identified.
- Responsible and accountable for developing and maintaining key government partnership opportunities.
- Acts as lead writer on concept papers and funding proposals, to identify and manage government partners; overseeing and/or developing budgeting; obtaining approval for including matching funds in coordination with the CNO.

**Job Responsibility #4: Capacity Building (5% of Time):**

- Provides technical support to the program team in regards to Indigenous Programs fundraising strategy and processes.
- Supports Indigenous Program Team on development of fee-for-service and other revenue source innovations to diversify the programs funding base.
- Supports the development of implementing and Indigenous governance partnerships.
- Supports community partners in their own fundraising or grant writing, including co-development of proposals that would support partnerships.

**EDUCATION/TRAINING/CERTIFICATION:**

**Required (must have):**

- Undergraduate degree OR comparable combination of education and lived experience

**Desired (asset):**

- Master's degree in related field.
- Project management certification.
- Public policy certification.
- Fluency in oral and written French

**EXPERIENCE:**

- Minimum of 5 years of professional experience in community development, fundraising, public policy



and/or government relations.

- Proven experience developing successful fundraising proposals for a variety of government, foundation, and other institutional donors.
- Proven experience working in the Indigenous community development landscape.
- Experience coordinating and managing projects within complex, cross-functional organizations/teams.

#### **COMPETENCIES / PERSONAL ATTRIBUTES:**

- Able to communicate goals and targets in a clear and motivating way.
- Demonstrates high level of interpersonal and cross-cultural skills, including the ability to build collaborative relationships internally and externally with respect to Indigenous colonial history and community contexts.
- Strong active listening skills combined with an ability to bring divergent interests and insights together to build winning proposals.
- Highly organized and strategic when considering a wide range of implications and partners in proposal design.
- 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.

#### **KNOWLEDGE/SKILLS:**

- Understanding of key provincial and federal donor rules and regulations in the Canadian landscape
- Exceptional analytical and written skills, highlighted by the writing of proposals.
- Excellent interpersonal and relationship management skills.
- Strong understanding of program design (i.e. logical frameworks, logic matrices, performance monitoring frameworks, detailed budgets).
- Ability to develop key work processes and systems as they relate to the full restricted fundraising/proposal development cycle.
- Ability to provide oversight and leadership to cross-organizational initiatives.
- Ability to support training and facilitation.
- Experience in supporting and coaching staff to improved capacity levels.
- Ability to research, identify potential partners and strengthen existing relationships.
- Budget development and management.

#### **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. You are thrilled at the opportunity to make an impact in the Indigenous communities across Canada.





#### 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:** Permanent/Full-time

#### 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](mailto:careers@righttoplay.com)

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).