

**Date Prepared:** July 2018

**Position:** Manager, Grants & Donor Relations

**Reports to:** President & CEO

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### **Objective of the Position**

The Manager, Grants & Donor Relations plays a key role in assisting with the development of major and corporate gifts and in managing the Foundation's annual Granting Program. Working with the President & CEO, this position supports all activities related to the research and stewardship of major and planned gift donors, ensuring these donors are inspired by our mission and engaged in supporting the organization. In addition, this position administers fund management and stewardship of current fundholders. The role also aids in the efficient and effective operations of the Foundation.

### **Duties & Responsibilities**

#### **Major/Planned Giving & Corporate Partners:**

- Through targeted research identify and assist with stewarding potential major donors, planned givers and private foundations.
- Assist with the stewardship of new donors and manage relationships with key fundholders.
- Prepare new draft fund agreements, liaise and answer fundholder questions in a timely manner.
- Assist the CEO in attracting, renewing and retaining corporate partners.
- Ensure timely distribution of tax receipts.

#### **Granting Program:**

- Manage the two-category (Seed and Grow) Call for Grants program including recruiting subject matter experts ensuring excellence in organizational reporting and distribution of grants.
- Manage all granting elements of the corporate Brilliant Business Circle program.
- Help to educate local charities to deepen understanding of the Foundation's community granting program objectives including clear criteria on eligibility.
- Support donors and fundholders in the annual distribution of their earnings and flow-through granting.

**Operational Support:**

- Provide support to the CEO including calendar management; liaise with internal and external stakeholders.
- Provide support in the management of the Board of Directors including preparation of board and committee meetings, tracking board member renewals, nomination process, etc.
- Manage the social media outreach program to promote the Foundation and its mission.
- Liaise and work with the accountant on all relevant financial matters.
- Assist in improving the operational systems, processes and policies in support of the Foundation's mission.
- Assist with the effectiveness of IT support services.
- Assist marketing and communications with event planning and execution.
- Attend and participate in relevant internal and external meetings some of which occur after regular business hours.
- Other relevant and appropriate duties.

**Qualifications and Skills**

The successful candidate will possess the following qualifications and skills:

- A post-secondary education or diploma/certificate, and ideally a minimum of five to seven years of relevant experience.
- High degree of comfort interfacing with board members, volunteers, donors, fundholders and partners, and a respect for and understanding of their goals and objectives.
- Excellent interpersonal skills, a team player with strong verbal and written communication skills and project management skills.
- Must exercise discretion with confidential information and demonstrate good judgment in working with an inclusive community.
- Strong administrative, analytical, and organizational skills with a high level of accuracy.
- Proficient with Microsoft Office, website content updates, social media and donor relationship management software an asset.
- Strong personal commitment and experience working in the charitable sector an asset.
- A valid Ontario Drivers' License is required.

**Qualified and interested candidates are asked to submit a covering letter and resume by Monday, August 6, 2018 to [info@burlingtonfoundation.org](mailto:info@burlingtonfoundation.org).**

**Only those candidates selected for an interview will be contacted.**