

Job Posting

Position Title: Manager, Philanthropy & Partnerships

Employment Status: Temporary Full Time (6 months Contract)

Position Status: Non-Bargaining Unit position.

Job Posting Deadline for Internal Candidates: May 15th, 2024, at 5:00pm

Hours of Work Schedule: 35 hours per week

Salary Range: Salary is commensurate on skills and experience, and within the range of \$76,000 - \$80,000 plus HOOPP

Position Reports to: Associate Vice President, Development

Primary Location: Oshawa (*Candidate may be required to also work out of our other locations in Oshawa and Pickering*). DCHC is a hybrid working organization and this role is expected to be onsite a minimum of 3 business days per week and as required based on organizational needs)

Organization Overview

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on the health of Durham community members by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

Position Overview

The Manager, Philanthropy & Partnerships will report to and work closely with the AVP, Development to develop and increase fundraising revenue and develop community partnerships.

Responsibilities include preparing and executing details plans for managing a pipeline, identifying prospects, discovery calls, developing proposals and letters, crafting benefits and recognition strategies, soliciting support, preparing gift agreements, reporting and donor stewardship.

Leadership and Management

- Collaborates with the Senior Leadership Team in driving organizational theory of change, strategic plan, and achievement of strategic initiatives, objectives and outcomes
- Leads and enables a culture of innovation and growth through building relationships, influencing positive outcomes, and leading change
- Responsible for implementing the initiatives relating to the strategic direction and goals of the organization

- Supports the organization at external events, meetings and/or funding opportunities if/as required
- Continually participates in building and maintaining positive working relationships across the organization through effective communication, performance improvement and teamwork
- Support with multi-year strategies related to the initiatives being led; provide input towards organizational annual budgeting exercise
- Lead with a growth mindset and have the ability to manage change, innovation and ambiguity
- Lead and help increase staff commitment and performance by enabling a culture of collaboration, accountability, inclusivity, and innovation
- Ensure awareness of DCHC's policies, processes and standards as it relates to DCHC's programs & services
- Articulate with internal and external stakeholders the vision for DCHC initiatives and collaborate with key functions and stakeholders to design clear business plans for such initiatives
- Perform strategic and business analysis, identifying key issues and proposing recommendations for growth within initiatives
- Prepare presentations and materials to gain stakeholder buy-in (partnership, engagement, investment, etc.). Ability to communicate complex strategic concepts in easy-to-understand presentations
- Manage multiple project workstreams, including leading problem-solving sessions, workshops and interviews with cross-functional team members and subject matter experts
- Refresh strategy and roadmap as the sector evolves and work with internal and external stakeholders to execute initiatives

Development

- Oversee, assess, and monitor all fundraising revenue streams, fundraising programs, and moves management activities, ensuring that revenue potential is both maximized and in alignment with DCHC's objectives
- Provides leadership and direction for all fundraising activities including annual campaigns, planned giving, employee giving, and corporate partnership - with a particular focus on building major gift capacity
- Support Community Engagement Coordinator in the development and management of the third party and tribute giving portfolios
- Build relationships with key stakeholders and secure philanthropic commitments from a personal portfolio of donors including individuals, corporations, and organizations
- Work in conjunction with the Senior Leadership Team, and Development Team to build and enhance a culture of philanthropy throughout the organization
- Work with Manager, Brand to strategize, execute and manage systems to drive regular communications demonstrating gift impact to donors and stakeholders with donor-centred cultivation strategies, proposals, and personalized case for support presentations
- Oversee major donations announcement, ensuring adequate donor recognition and stewardship
- In collaboration with Communications & Marketing, ensure the development of Annual Fund and Major gift materials including proposals, appeals, Donor Impact Reports and Annual Impact Report
- Collaborate with the Communications & Marketing Manager to design promotional material, share positive outcomes, ensure the website is current and is easily navigated by supporters regarding fundraising content, and ensure that the use of social media channels is built into any/all plans
- Develop and ensure effective use of CRM and online giving platforms to track moves-management, opportunity management and donor data
- Engages and supports volunteers, board members and internal leadership, as needed, to cultivate prospects, solicit and close gift.
- Implement and maintain a forward-thinking donor stewardship and recognition program that

cultivates loyalty and growth from all philanthropic sources, along with the development of a prospect acquisition strategy.

- Meets regularly with supporters, donors, prospects, partners, etc.
- Draft gift or donor agreements, record details in Blackbaud and ensure commitments are fulfilled in a timely and meaningful manner.
- Ensure stewardship activities are donor-centered and contribute to and help manage the roll out of new donor recognition projects.
- Provide recommendations that enhance the donor stewardship program including creation of new program materials and assets and streamline processes across teams.
- Draft and submit donor reports, as required, with input from internal stakeholders.

Donor & Community Relations

- Help plan, execute, and measure outreach and donor relations campaigns. Help plan and schedule donor and community partner site visits and tours.
- Collaborate with stakeholders, including clients and partner organizations, with the mutual goal of increasing coordinated, integrated care across the Durham Region
- Proactively build relationships with vendors, donors, volunteers, and community partners to meet donor obligations for reporting and recognition.
- Help identify strategic donor and community relations opportunities for the Senior Leadership Team
- Develop segmentation strategies to identify and strengthen donor opportunities and relationships.
- Contribute to strategy and help coordinate gathering donor survey data to inform and drive communication and stewardship strategies.
- Attend sector, partner or community events or conferences to increase organization's brand awareness and increase knowledge regarding organization's programs and services.
- Draft gift or donor agreements, record details in Blackbaud and ensure commitments are fulfilled in a timely and meaningful manner.
- Ensure stewardship activities are donor-centered and contribute to and help manage the roll out of new donor recognition projects.
- Provide recommendations that enhance the donor stewardship program including creation of new program materials and assets and streamline processes across teams.
- Draft and submit donor reports, as required, with input from internal stakeholders.

Grants Identification and Management

- Responsible for conducting the full range of activities required to identify, prepare, submit, and manage grant proposals to foundation and corporate sources for all episodic type 2 and all type 3 funding.
- Research and evaluate prospects for corporate and foundation grants; Work with internal stakeholders to gather information necessary to report to corporate/foundation funders on current grant programs.
- Work with advocates and program coordinators to obtain stories about our guests that can be used in grant proposals and reports as well as to understand components of their program that may lead to specific funders.
- Communicate with program coordinators to develop metrics that are useful to the program as well as interesting to funders.
- Comply with all grant reporting as required by foundation.
- Provide stewardship to current and prospective donors including:
 - Provide regular written updates (foundation report) to foundation donors and prospective foundation donors.
- Maintain current records in CRM database, including grant tracking and reporting.
- Other duties as assigned.

QUALIFICATIONS/COMPETENCY REQUIREMENTS:

- University Degree or related education, with a minimum 10+ years of progressive donor relations and stewardship experience, preferably in a health care or education setting or complex non-profit environment.
- Certified Fundraising Executive (CFRE) designation is considered an asset.
- A Masters degree is an asset
- Understanding of Ontario's current health system transformation strategy is an asset
- Experience in a community-based health care organizations is an asset
- Experience working with donors, volunteers and stakeholders and deep understanding of donor relations, fundraising cycles and ability to motivate and influence stakeholders.
- Proven track record in securing major gifts including developing a pipeline, prospect research, creating cases for support, and multi-year gifts.
- Experience using Raisers Edge (Blackbaud) for donor relationship management a requirement.
- Strong project management skills with experience working with cross-functional teams and proven ability to manage timelines.
- Commitment to highest levels of professional standards and ethics, and knowledge of Canadian charity laws and CRA regulations
- Respected team leader and team player with experience managing and enabling people and being a valued mentor
- Valid G license with access to a vehicle
- Exceptional verbal and written communication skills, with an astute ability to articulately present material in front of large and diverse audiences
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Regular interaction and collaborative work with the public, cross-disciplinary colleagues, and community care partners
- Must be flexible to work occasional non-traditional work hours that might include evenings and weekends based on operational needs.

Full vaccination against COVID-19 is mandatory for this position (Durham CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

Application Process:

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.

- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@durhamchc.ca. **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**

