

JOB POSTING

SENIOR MANAGER, DEVELOPMENT (Full-time position)

WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all people living on a low income across Canada.

We are at an exciting juncture in our work. In its 2024 Budget, the Government of Canada committed \$60 million over 5 years to Prosper Canada to expand free community financial help services to reach 1 million people with low incomes and connect them to an estimated \$2 billion in additional income. We are seeking talented and dynamic individuals who share our passion for financial empowerment to join our team to help us realize this transformative opportunity.

At Prosper Canada, we value being collaborative, human centred, and forward thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is at the core of what we do and who we support to build financial health. Our financial empowerment efforts focus on equity-seeking groups including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities.

We strive to create a culture where all feel valued, respected, and a true sense of belonging. We seek to bring diverse perspectives that represent the lived experience, needs and challenges of equity-seeking groups.

Join us in supporting and empowering everyone in Canada to prosper.

THE OPPORTUNITY

Prosper Canada is seeking a Senior Manager, Development to help us diversify our revenue streams to drive fundraising growth.

This role requires a seasoned fundraiser with a successful track record in individual giving and corporate and foundation fundraising, as well as strong project management skills and strategic capacity to help us advance Prosper Canada's transformative vision.

We have been very successful at raising corporate, government and foundation dollars but are seeking someone to help us grow our individual giving program, as well as continue to strengthen our fundraising, donor stewardship and recognition processes.

The successful candidate will draw on their prior experience in high-performing fundraising environments to help us shape our strategies and lead our day-to-day development activities under the supervision of the Vice-President, Strategy and Development.

You will supervise and be accountable for 1-2 development and operations staff. You will also work directly with the CEO, other staff across the organization, a cadre of high-level volunteers, and our fundraising consultants.

COMPENSATION

The salary range for this position is \$82,000 – \$92,000.

Employee benefits include health and dental coverage, employer RRSP contribution, [Common Good](#) retirement savings plan, paid personal and sick days, 20 paid vacation days, paid time off when we close the office from Christmas Eve through New Year's Day, and professional development opportunities.

SUMMARY OF RESPONSIBILITIES

Your responsibilities will include, but are not limited to:

- **Strategic fundraising:** Lead the refinement and implementation of our growth-focused, multi-year, fundraising plan.
- **Individual giving program:** Develop, implement and manage an individual giving program focus on both small and major gifts.
- **Staff leadership:** Provide oversight and leadership to a 1-2 person development team, ensuring clear roles, responsibilities, and expectations are established and maintained. Foster a culture of responsibility and ownership for meeting goals and objectives.

- **Stewardship and recognition:** Lead day-to-day execution of our stewardship recognition framework. Plan, support and track donor cultivation, solicitation, and stewardship activities through DonorPerfect. Work across teams to manage accurate and timely execution of annual stewardship and recognition schedules.
- **Cross-functional collaboration:** Collaborate with internal teams (e.g. Finance, Programs, Marketing & Communications) to establish clear responsibilities and processes to ensure seamless and accountable execution. Work with leadership team and Board members as needed to shape Prosper Canada’s broader fundraising strategies, systems and processes.
- **Pipeline management:** Manage the pipeline of qualified prospects and proposals and equip the team for effective engagement. Maintain the funder pipeline, tracking progress and ensuring timely follow-ups.
- **Prospect research:** Lead prospect research and funder cultivation activities. Research and evaluate corporate, foundation and government prospects. Implement efficient processes for ongoing prospect research and analysis.
- **Proposal development and grant writing support:** Help manage and coordinate cross-functional teams to develop pitch materials and proposals. Provide ongoing support for proposal development and grant writing.
- **Communications and content management:** Create and curate content for the case for support, external donor communications, appeals, fundraising campaigns, and recognition outreach. Help coordinate and develop fundraising communications.
- **Reporting and monitoring:** Provide timely reports on progress against agreed-on fundraising activities, goals and outcomes to the leadership team and help prepare quarterly reports for the Board of Directors.
- **Meeting management:** Develop agendas, prepare and distribute supporting materials beforehand, and facilitate meetings of the development team, fundraising committee and the External Affairs Committee (EAC) of the Board.
- **Strategic engagement and communications:** Engage senior team and Board members to identify, cultivate, and engage funders and prospects. Prepare engagement and pitch materials for volunteers and leadership team, including creating meeting and briefing materials.

EXPERIENCE & COMPETENCIES

If you don’t meet all of our requirements, but believe your skills and experience are applicable or transferable, we would love to hear from you!

Apply if you meet most of these requirements:

- Results-driven with solid experience as a professional fundraiser.

- An entrepreneurial self-starter who thrives in a fundraising environment.
- Skilled at project management and process implementation in a collaborative environment.
- Experienced in relevant fundraising software and associated tools, in particular Microsoft Office 365 suite and CRM tools and software (e.g., DonorPerfect).
- Experienced in working with Board volunteers and senior staff to implement plans, as well as in funder and volunteer management.
- Adept in philanthropic prospect research and analysis and use of associated tools.
- Adept in marketing, you can apply its principles and strategies effectively in your work, write persuasive and clear copy, and prepare and deliver compelling presentations.
- Highly adaptable and enjoy working collaboratively with other team members.
- Excited about working in a fast paced, team oriented, charitable fundraising environment.
- Motivated by bold aspiration and the opportunity to help foster greater inclusion and opportunity for people with low incomes.
- Want to help us form deep and lasting partnerships with funders to grow our track record of transformative impact.

Prosper Canada also values and welcomes:

- Experience and knowledge related to issues of poverty, economic inclusion, and financial empowerment.
- Applicants from all racialized groups, including black, Indigenous, and people of colour.
- Applicants of all gender expressions and sexual/romantic orientations, including queer, trans, non-binary, and people who identify as two-spirit.
- Applicants experiencing intersectionality.
- Your personal experience of living on a low income, being a newcomer, or living with a disability and the insights and perspectives this would bring to your work.
- Your understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities.

Please tell us about yourself in your cover letter and highlight how your lived experiences help you understand the needs and challenges faced by equity-seeking groups.

We are committed to accommodation for all candidates and staff with temporary or permanent disabilities.

APPLICATION DETAILS

Application due: Until filled

Start date: As soon as possible
Travel required: Minimal
Location: 60 St. Clair Ave. East, Suite 700, Toronto ON and/or home office

Prosper Canada offers a hybrid work environment with staff largely working from home but having the option to work in the office when they prefer or as needed. Staff are periodically required to attend onsite meetings and training sessions and some teams also opt to meet regularly in person. We value in-person connection but expect many staff will want to blend in office and remote work and look forward to discussing hybrid options with candidates.

Office attendance: Approximately 1-2x a month.
How to apply: Email your resume and a cover letter to info@prospercanada.org with the subject line: "Application – Senior Development Manager"

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews with candidates will be conducted virtually. If you require any accommodation to have a successful interview, please let us know.