

## **JOB POSTING**

### **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

Reporting to the Director, Strategic Philanthropy, the Manager, Development will play a leadership role in executing Prosper Canada's fundraising strategy and building sustainable philanthropic partnerships. This is a new position in a growing development team and is responsible for managing day-to-day fundraising activities, deepening funder relationships, and supporting growth of our major gifts program.

The Manager, Development will lead donor stewardship and recognition activities, oversee a mid-level donor portfolio, and ensure the smooth execution of the development team's operational activities. The successful candidate will be strategic, detail-oriented, and an effective relationship builder with demonstrated fundraising experience.

In this capacity, they will:

- Develop and implement stewardship strategies across corporate, foundation, and individual donor segments to **deepen engagement and strengthen long-term relationships.**
- Manage a portfolio of donors and prospects through tailored cultivation, solicitation, and stewardship activities to **secure renewed and increased support.**
- Oversee the development and delivery of customized communications, impact reports, and recognition programs in collaboration with the communications team to **build donor trust and demonstrate impact.**
- Guide end-to-end donor engagement journeys in alignment with the fundraising strategy to **ensure a consistent and high-quality donor experience.**
- Supervise and mentor the Development Officer and oversee donor data and administrative processes to **maintain operational excellence and timely stewardship.**
- Maintain accurate donor records in DonorPerfect to **ensure compliance with recognition and reporting standards, uphold donor confidence, and fulfill organizational commitments.**
- Collaborate with internal teams to identify and shape funding opportunities to **align donor interests and programmatic priorities.**
- Support Director, Strategic Philanthropy in preparing proposals, pitch materials, donor briefings, and reports to **help secure funding and elevate donor interest and confidence in the organization's work.**
- Develop and track performance metrics and recommend refinements to **improve fundraising effectiveness and inform fundraising strategy.**
- Participate in cross-functional planning meetings and contribute to campaign execution to **ensure cohesive and coordinated fundraising efforts.**

## COMPENSATION

The salary range for this position is \$77,500 to \$92,500.

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:

### **Donor strategy and relationship management**

- Design and implement stewardship strategies across corporate, foundation and individual donor segments to deepen engagement and drive long-term retention and growth.
- Manage a portfolio of mid-level donors and prospects, tailoring cultivation, solicitation and stewardship strategies to inspire ongoing support and increase giving.
- Guide and execute end-to-end donor journeys in line with the fundraising strategy to ensure consistent, meaningful, and mission-aligned donor experiences.

### **Donor communications and recognition**

- Deliver high-impact stewardship communications, impact reports, and recognition programs that demonstrate value and reinforce donor trust, in collaboration with the program and communications teams.
- Support the Director, Strategic Philanthropy with compelling proposals, briefing notes, and donor materials to help secure transformational funding.

### **Fundraising operations and data management**

- Ensure operational excellence in donor systems and processes, maintaining accurate, timely records in Donor Perfect and upholding donor recognition and reporting standards. Track and analyze performance metrics, generating insights to optimize stewardship strategy, improve effectiveness, and inform decision-making.

### **Team leadership, supervision and development**

- Supervise and mentor the Development Officer, ensuring timely, high-quality, donor stewardship while building internal team capabilities. Provide clear direction, coaching, and performance feedback to direct reports, enabling success and accountability.
- Develop and support staff development plans, creating growth opportunities aligned with team goals and individual strengths.

### **Strategic collaboration and organizational integration**

- Collaborate with other teams to align funding opportunities with program priorities, positioning donors as partners in advancing financial empowerment across Canada.
- Contribute to integrated fundraising campaigns and planning efforts to ensure alignment and synergy across organizational activities.

### **Cross-team collaboration and organizational impact**

- Represent the Development function in cross-team planning discussions, providing fundraising input to support enterprise-wide initiatives and campaigns.

### **Knowledge mobilization and continuous improvement**

- Drive continuous learning and improvement by sharing insights across teams to inform training, tools, culture of philanthropy, and process enhancements.

### **Organizational wellbeing**

- Model and contribute to a positive, inclusive, team culture, supporting organizational values and equity commitments.
- Participate in organizational planning processes to help build robust operational plans and capacity forecasts.
- Demonstrate flexibility and shared leadership, stepping in to support during peak periods and adapting to evolving team needs.

### **Professional growth and development**

- Enhance your own performance and career growth by integrating feedback, participating in learning opportunities, and applying new knowledge to your work. Foster a culture of continuous improvement by modeling curiosity, adaptability, collaboration and alignment with Prosper Canada's mission and values.

## 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! We welcome a range of experiences and backgrounds.

**If you meet most of the requirements below, we encourage you to apply:**

- 5+ years of progressive fundraising experience in a non-profit or charitable setting.
- Demonstrated experience managing donor relationships and executing successful stewardship strategies.
- Strong written communication skills with experience producing donor communications and proposals.
- Experience supervising staff or overseeing project-based work.
- Ability to work both independently and collaboratively, manage multiple projects, and meet deadlines.
- Experience working with CRM systems, preferably DonorPerfect, and strong comfort with data tracking.
- Understanding of fundraising principles and moves management.
- Demonstrated ability to cultivate relationships, collaborate effectively with internal and external stakeholders, and build strong partnerships.
- Strategic thinking and problem-solving skills with a focus on results and continuous improvement.
- A passion for mission-driven work and a commitment to values of equity, inclusion, and social justice.

**The successful candidate will also demonstrate the following core competencies:**

- ✎ **Strategic thinking and work planning:** Plans and delivers on complex assignments and projects, anticipating risks and proactively adjusting plans. Contributes to annual team objectives and supports alignment with Prosper Canada's organizational goals.
- **People and project management:** Effectively oversees day-to-day team activities and workflows, balancing own projects with supervisory responsibilities. Successfully supports the execution of fundraising initiatives and resolves barriers to progress.
- **Collaboration and communication:** Effectively communicates with diverse internal teams and external partners. Builds and maintains strong stakeholder relationships, ensuring alignment and clarity in shared work.
- **Financial acumen:** Manages team budgets and monitors financial performance against targets. Uses cost-benefit analysis to support resource decisions and contributes to budget planning.

- **Change and innovation:** Applies change management strategies to evolve team processes. Encourages continuous improvement and integration of feedback into team operations.
- **Equity and inclusion:** Embeds Prosper Canada's values into team practices. Fosters an inclusive environment, supports the growth of diverse team members, and ensures that work reflects an equity-informed lens.

**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

<b>Application due:</b>	Until filled
<b>Start date:</b>	As soon as possible
<b>Travel required:</b>	Minimal
<b>Location:</b>	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 1-2 times a month.

**How to apply:** Email your resume and a cover letter to [hr@prosperscanada.org](mailto:hr@prosperscanada.org) with the subject line: "Application – Manager, Development"

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.