

Manager, Major Gifts and Legacy Giving

Are you looking for more than a job? Do you have a passion for relationship building? Use your skills in fundraising by supporting an organization that is committed to service Christ's mission through compassionate service, intelligent faith, and godly worship. Come and be part of our team as the Manager, Major Gifts and Legacy Giving.

The Anglican Diocese of Toronto Foundation was incorporated in 1999 as a public foundation to provide financial support for the Incorporated Synod of the Diocese of Toronto, its related ministries or any parish of the Diocese.

Position Details

The Manager, Major Gifts and Legacy Giving will coordinate all aspects of the fund development plan for the Anglican Diocese of Toronto Foundation. The Manager will be self-motivated, able to work independently, as well as part of a team and will work to cultivate individual "high-end" giving.

Major Responsibilities

- Identify and cultivate major gift and legacy giving prospects from current data base.
- Research, cultivate and solicit new major gift prospects.
- Coach and motivate a team of volunteers in support of the gift giving process.
- Provide information on the different giving vehicles to prospective legacy giving donors.
- Coordinate financial reporting activities and ensure all program records and material are kept current.
- Support parish leadership in promotion of major gift and legacy giving and establishment of their own endowments
- Arrange face-to-face visits and cultivation events as necessary.
- Update and create major gift and legacy giving marketing materials.
- Ensure donors receive appropriate recognition, updates and regular communications.
- Prepare and monitor fund raising plan for the Foundation.

Qualifications

- University degree or equivalent combination of experience and education.
- At least 5 years demonstrated performance in major gift and gift planning work.
- Consistent record of securing five-figured gifts and higher.
- The ability to present oneself in a professional and positive manner.
- Ability to interact effectively with individuals at all levels of the organization.
- Demonstrated analytical and management skills and experience with Raiser's Edge.
- Professional designation (CFRE, CGPP).
- Effective written and oral communication skills.
- Results oriented mindset.
- Able to work independently from a home office and as part of a team.

- Willing to become familiar with the structure, functions and values of the Anglican Church of Canada.

The Foundation embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Foundation will provide reasonable accommodation at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Foundation. We welcome applications from all qualified persons. The Foundation is an equal opportunity employer.

This is a full-time three-year fixed term contract. The Manager, Major Gifts and Legacy Giving will be eligible to participate in the pension and benefit plans. The salary range starts at \$70,000 depending on background and experience. If you are interested in this position, please apply by June 25, 2017.

**Human Resources Department
Anglican Diocese of Toronto
135 Adelaide St. E. Toronto, ON M5C 1L8
Email: hr@toronto.anglican.ca**

We thank all applicants however only those selected for an interview will be contacted. No phone calls please.

Visit our web site at www.toronto.anglican.ca/anglican-diocese-of-toronto-foundation