

MANAGER, DEVELOPMENT (FULL-TIME PERMANENT POSITION)

Heritage Toronto builds a better city by bringing people together to explore Toronto's shared past and peoples' lived experiences. We deliver 80+ public programs annually including: walking, cycling and bus tours; plaques; digital programs and exhibitions; the Heritage Toronto Awards; the Emerging Historians program; and the Equity Heritage Initiative.

WHO YOU ARE

You are a builder who thrives in a dynamic role that combines strategic thinking and the grassroots reality of creating and executing fundraising programs. You are enthusiastic about taking the next step in your career and collaborating with donors and sponsors to build on the existing \$300k portfolio. You are highly organized and flexible, able to work independently and with a team on a number of projects simultaneously.

YOUR OPPORTUNITY

Reporting to the Executive Director, the Manager, Development is responsible for building Heritage Toronto's revenue generating capacity by maintaining and actively building relationships with donors, sponsors, and foundations. You will:

- Work directly with the Board of Directors.
- Build a robust annual giving program.
- Secure corporate donations, sponsorships, and foundation grants.
- Work with the marketing and program teams to create proposals for solicitation.
- Enhance the profile of Heritage Toronto as an excellent charity for existing and potential supporters through stewardship and timely and informative communications.
- Manage the fundraising database (E-Tapestry) to ensure strong data integrity and interface between philanthropic and accounting functions.

YOUR QUALIFICATIONS

- Minimum 3 to 5 years of progressive fund development experience
- An enthusiasm for the mission of Heritage Toronto
- Demonstrated success in maintaining and building an individual gifts program
- Demonstrated success in securing and activating sponsor partnerships
- Exceptional verbal and written communication skills
- Excellent interpersonal skills, including an ability to establish and maintain productive working relationships with staff, community stakeholders, and the public
- Proven proficiency in utilizing a variety of software and online applications. Knowledge of CRM systems, especially E-Tapestry, is an asset.

YOUR JOB

The Manager, Development is a full-time (35 hours/week) permanent position. You will be working within the current hybrid environment which requires a minimum of two days a week in our offices at Historic St. Lawrence Hall, 157 King St. East, Toronto. The remaining days may be conducted remotely, interacting with team members

over Zoom, Slack, and other communication channels. You will work standard business hours, with occasional evenings and weekends required to support Heritage Toronto meetings and events.

In return for your skills and dedication, we offer an attractive compensation package that includes:

- Salary range of \$75,000-\$85,000 commensurate with experience
- Matching pension plan
- 3-weeks paid vacation
- Excellent health, dental and life insurance benefits which include \$4,500/year health spending

Start Date: June 2025

EQUITY, DIVERSITY, INCLUSION AND ACCOMMODATION

Heritage Toronto is committed to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Heritage Toronto is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities act (AODA). If contacted for an employment opportunity, please let us know if you require accommodation at any stage of the recruitment process.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. If you are excited about this role but your past experience does not align perfectly with every qualification or requirement, we encourage you to apply anyway. You may be just the right candidate.

JOIN US

Interested in joining our team and making a difference in our city?

- Complete and submit the [application form](#) on our website. Please include your resume and a cover letter explaining your interest and key qualifications, or,
- Email your application to info@heritagetoronto.org. Please use the subject line "APPLICATION: Manager, Development"
- Deadline: Friday, May 15 at 5:00 pm ET
- Interviews will be scheduled for the week of May 26
- Any questions or requests for accommodation should be directed to:
Roshni Nayar, Operations Coordinator info@heritagetoronto.org
(416) 338-1338

We thank all applicants for their interest; however, only those invited to be interviewed will be contacted.