

ELIGIBILITY TO APPLY

Anyone eligible is invited to apply for this position.

ROLE VACANCY

This post is for an existing vacancy.

PRIMARY FUNCTION

Reporting to the Director, Philanthropy, this position plays a critical role in ensuring the success and future growth of The 519's individual giving portfolio. This exciting and challenging role requires a creative and results-oriented experienced fundraising professional. This role will spearhead new strategic initiatives while enhancing existing programs to create an exceptional giving experience for The 519's community of supporters and power transformational impact for 2SLGBTQ+ communities.

KEY ACCOUNTABILITIES

- Working closely with the Director, Philanthropy, to design, implement and enhance The 519's individual giving program including, but not limited to: annual giving, planned giving and mid-level and major giving portfolios.
- Leads the development and implementation of compelling, timely, strategic and effective individual giving campaigns and solicitations.
- Works closely with colleagues across the organization to collect program information and impact for donor solicitation, reporting and engagement purposes.
- Manages a portfolio of high-value donors, leading strategies for identifying, cultivating, soliciting, and stewarding gifts of \$15K+ to meet annual and multi-year philanthropy goals.
- Provides high-touch, high-quality donor care and ensures acknowledgment and consistent communication with donors that highlights the impact of their support.
- Provides clear and effective supervision to the Specialist, Individual and Community Giving and the Specialist, Database and Donor Relations to successfully meet goals and deliverables.
- Designs and hosts donor cultivation, engagement and relationship building activities, including but not limited to: donor tours/visits, information calls, appreciation events, etc.
- Maintains a high level of customer service with donors and responds to and/or brings forward complaints in a manner consistent with the organizational policies.
- Works closely with the Manager, Major Events and Volunteer Engagement to leverage The 519's signature philanthropy events to cultivate, recognize and steward individual donors, ensuring an exceptional experience for new and prospective supporters.

- Designs the data collection strategies and manages content and effectively uses The 519's donor database to accurately record donor engagement and inform philanthropic strategies to maximize outcomes, retention and recognition. Supervises the Specialist, Database and Donor Relations to ensure collection and analytics are effectively managed in the system including ensuring clean, accurate informative data while ensuring highest compliance related to protecting that data.
- Conducts research, performs data analysis and prepares regular timely reports to monitor progress and identify opportunities for growth and improvement within The 519's individual giving portfolio.
- Implements and abides by The 519's policies and procedures and meet the expectations of the Toronto Public Service By-law. Comply with all applicable legislation and regulations including coordination and training of volunteers (where applicable), confidentiality, MFIPPA, CRA guidelines and purchasing and inventory control systems.
- Participates in and supports The 519's cross-organizational activities, initiatives, and meetings.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. Post-secondary education in fundraising (or related) and a minimum of five years of successfully managing and directing, cultivating, soliciting and stewarding individual donors plans and strategies.
2. Deep experience (minimum 5 years) developing donor relationships, through all stages from identification to stewardship.
3. Experience managing a portfolio of active gift prospects and implementing strategies for effective impactful solicitation of these prospects.
4. Minimum of 2 years' experience supervising, supporting and coaching fundraising staff.
5. Demonstrated experience in consistently meeting deadlines/deliverables and standards for quality work.
6. Entrepreneurial approach to donor prospecting, cultivation, solicitation and stewardship.
7. Ability to initiate and build relationships with prospects and interact via telephone, digital platforms, and in-person to secure donations.
8. Ability to communicate effectively and professionally with a diverse community of donors and stakeholders.
9. Ability to persuasively communicate a compelling case for philanthropic support.
10. A demonstrated ability to work collaboratively with colleagues and volunteers.
11. Excellent organizational, project management, multi-tasking and leadership skills.
12. Experience working within donor databases (Raiser's Edge or similar).
13. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.

14. Demonstrated ability to work with 2SLGBTQ+ communities including demonstrated experience integrating anti-racism, anti-oppression and intersectional values and principles into daily practice.
15. Demonstrated understanding of the role that community centres play in local neighborhoods.
16. Demonstrated ability to work both independently and within a team structure.
17. Excellent interpersonal skills with the ability to maintain cooperative working relationships with staff, volunteers, community partners, program participants and the public.
18. Ability to follow verbal and written instructions in English.
19. Ability to read, write, and maintain manual and electronic records and reports with a high level of accuracy and attention to detail.
20. Working knowledge of MFIPPA, CRA and other relevant legislation.
21. Highly developed conflict resolution, problem solving and communication skills.
22. Demonstrated ability to work under pressure to meet deadlines, to organize and prioritize work.
23. Demonstrated ability to work both independently and within a team structure.
24. Ability and comfort working in community wherein some community members are marginalized, experiencing homelessness, poverty, mental health and substance use crisis.
25. Sound decision-making and judgment skills with the ability to effectively manage communications with a wide range of stakeholders.

POSITION DETAILS

Position Status	Full-Time, Permanent
Union Status	Non-Union - Management
Starting Salary	Range: \$63,419-\$80,823 per annum (wage grade 4)
Benefits	Enrolled in health, dental, life and disability benefits from day one; Mandatory OMERS pension enrollment from day one.
Hours of Work	35 hours per week, with occasional evening and weekend work
Vacation	3 weeks per year; eligible for use after first year of employment
Location	Due to the nature of the work, this is a hybrid position with expectation of a minimum of 3 days onsite and a maximum of 2 days remote weekly.



JOB POSTING

Senior Philanthropy Officer, Individual Giving

Full-Time
Job #26-06

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **March 1, 2026**. Please quote **Job #26-06** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 26-06 First Name Last Name". Please also share **which pronouns you would like us to use** when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 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. We thank all applicants. No agencies please.

***Accommodation:** The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*