

PRIMARY FUNCTION

Reporting to the Head of Development, this position is responsible for driving The 519's fundraising and philanthropy strategic plans and activities with a specific focus on annual, monthly, and event-based giving, as well as corporate sponsorship. The position leads a Philanthropy-focused team and is responsible for The 519's individual donor, membership, foundation, corporate, and event sponsorship portfolios, as well as oversight of The 519's donor database integrity.

Key Accountabilities

- Drives The 519's philanthropy strategies and service plans, including providing strategic leadership in the development, monitoring and evaluation of the organization's multi-year philanthropy/fundraising plans and targets.
- Works with senior volunteers, including the Board of Management, to support The 519's fundraising and revenue development strategies, including working with volunteers on prospect management, supporting donor retention and stewardship activities, and supporting the production and presentation of reports.
- Manages employee performance, ensuring effective teamwork, promotes high standards of work quality, organizational performance, continuous learning/improvement and encourages innovation in others. Monitors and evaluates employee performance, recommends and approves salary increments, and recommends and implements timely disciplinary action in accordance with the Collective Agreement.
- Develops and manages the implementation and maintenance of the donor recognition programs, including professional, timely delivery of solicitations, donation acknowledgement, stewardship, and engagement.
- Responsible for the development, implementation and maintenance of The 519's monthly and annual giving portfolios, including communications strategies that support and complement the fundraising program and build public profile and impact awareness of the work of The 519.
- Manages corporate partnerships to support the development and implementation of all major event-based fundraising strategies, including Green Space Festival and other signature events.
- Manages the development of The 519's major and planned giving strategies and programs.
- Manages and undertakes the development of required materials for successful grant and corporate funding and sponsorship applications and proposals, researches prospective funders, and coordinates research and proposal writing in consultation with relevant staff. Ensures that applications/proposals are submitted in a timely manner, meeting required deadlines and reporting obligations.

- Provides statistical data, reports and correspondence and makes presentations to the Board, Board committees and the general public/membership.
- Develops and maintains effective working relationships with funders, community partners, senior levels of government and acts as liaison on behalf of The 519.
- Provides leadership in all aspects of The 519's policy and procedural development, including but not limited to Health and Safety, operational and human resources policy development, organizational risk assessments and develops mitigating policy and practice
- Performs other duties as assigned.

KNOWLEDGE AND EXPERIENCE

1. A related post-secondary degree and/or other equivalent combination of education and demonstrated work experience, CFRE an asset.
2. Extensive management experience in a charitable organization's development office with a demonstrated record of fundraising goal attainment.
3. Ability to effectively motivate, train, and supervise staff and volunteers. Experience managing in a unionized environment is an asset.
4. Excellent leadership skills, strategic judgment, entrepreneurial spirit, and the drive to originate and effectuate effective campaigns, fundraising plans and strategies.
5. Highly developed interpersonal, verbal and written communication skills, with the ability to communicate effectively with a broad range of stakeholders, donors, funders and governmental bodies
6. Demonstrated project management experience and ability to effectively motivate, train, and supervise staff and volunteers, with an ability to work both independently and lead effective teams – both in person and virtually.
7. Ability to multitask effectively and meet competing deadlines for internal and external partners through a customer-centric approach
8. Highly developed strategic, conceptual skills, statistical and related research skills, working knowledge of research methodologies, statistical and data collection and analysis techniques in relation to research and analysis of development plans, donor prospecting and stewardship processes.
9. Strong understanding of issues impacting 2SLGBTQ communities, 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.
10. Proficiency with the Microsoft Office Suite, especially Outlook, Word, Excel and PowerPoint
11. Working knowledge of MFIPPA, the Canadian Income Tax Act and other relevant legislation.

TERMS OF EMPLOYMENT

Position Status	Full-Time, Permanent
Union Status	Non-Union - Management
Scope of Supervision	Direct supervision: <ul style="list-style-type: none">- 2 FTE Philanthropy, Coordinators (union)- 1 FTE Senior Development Officer (non-union) Indirect supervision: <ul style="list-style-type: none">- 1 FTE Philanthropy, Coordinators (union)
Salary Range	\$88,678 - \$117,912 (wage grade 6)
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 (some evening and weekend work may be required)
Vacation	3 weeks per year, to be used after first year of employment
Location	Due to the nature of the work, this job is hybrid (onsite and remote work)

APPLICATION INSTRUCTIONS

Email cover letter and resume to Careers@The519.org no later than 4:00 p.m. on May 27, 2026. Applicants must quote **Job # 26-17** in the cover letter and in the subject line of the email.

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.*