

JOB POSTING

Development Officer, Individual Giving (Major Gifts) – 13 months Contract

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 132 member agencies and 207 food programs across Toronto. Daily Bread also publishes the influential *Who's Hungry* report - an annual survey measuring trends in food insecurity and poverty in Toronto.

Job Title	Development Officer, Individual Giving (Major Gifts)
Department	Development
Reporting to	Senior Development Officer, Individual Giving (Major Gifts)
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$65,000-\$68,000 per annum
Terms:	35 hours a week / 13 months Contract, Full-Time, Hybrid
Schedule:	Monday to Friday with occasional events that you can accrue lieu time for

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and a comprehensive 100% employer-paid benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#).

Other considerations for you:

- 15 days of paid vacation per year.
- Paid sick leave days.
- Free daily lunches when on-site at 191 New Toronto St office.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023 & 2024).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Free on-site parking.

POSITION OVERVIEW

Reporting to the Senior Development Officer, Major Gifts, the Development Officer, Individual Giving (Major Gifts) is a results-oriented frontline fundraiser with a focus on major gift donors contributing \$10k+. This role entails managing a portfolio of donors and aiming to deepen engagement while raising funds for Daily Bread Food Bank.

Key Responsibilities (including but not limited to):

Donor Stewardship:

- Collaborate with the Senior Development Officer, Individual Giving (Major Gifts) to execute comprehensive moves management strategies and action plans for cultivating and soliciting donors in the major gift pipeline (\$10k+).
- Ensure timely and personalized communication with donors through various channels, including thank-you letters, emails, meetings and phone calls.
- Prepare briefing notes, proposals, and impact reports to effectively engage donors and demonstrate the organization's impact.
- Maintain accurate and consistent donor activity tracking in the Raiser's Edge/NXT database, including call reporting and moves management updates.
- Work towards achieving targeted monthly, quarterly, and annual cultivation, solicitation, and revenue goals aligned with the organization's overall strategy.
- Assist the Senior Development Officer, Individual Giving (Major Gifts), in implementing the major gift planned giving strategy.

Prospecting:

- Conduct thorough research to identify potential individual donors aligned with the organization's mission and fundraising priorities.
- Develop and maintain a prospect pipeline, tracking interactions and progress through the cultivation process.

Grant Management:

- Identify potential grant opportunities to support the organization's programs and initiatives.
- Write compelling grant proposals, ensuring alignment with funder priorities and guidelines.
- Deliver comprehensive and timely reports to grant funders, highlighting achievements, challenges, and impact, in alignment with their reporting requirements.

Competencies:

- Collaboration: Compassion, strong internal partnerships, respectful approach to achieve goals that move the organization forward
- Planning/Organization/Project Management: Input and implement strategies to move the major gift portfolio forward.
- Customer-focus: Anticipate, understand, and respond to the needs of internal and external partners/donors to meet or exceed their expectations and receive positive feedback from internal and external partners/donors.
- Communication: Speak, listen, and write in a clear, confident, respectful, thorough and timely manner using appropriate and effective communication tools and techniques.
- Professional: Ability to work autonomously and as a member of a team in a fast-paced, high volume and professional environment, managing multiple priorities.
- Flexibility and change management: Is able to adapt well to organizational changes or priority shifts.

- Strong analytical and organizational skills and the ability to meet short-term targets without compromising long-term objectives.

Qualifications/Experience (or equivalent):

- Minimum of 1-3 years progressive experience managing fundraising programs.
- University degree or equivalent practical experience in a relevant field.
- CFRE is an asset.
- Knowledge of planned giving programs would be an asset.
- Knowledge of regulatory framework and ethical fundraising practices required.
- Strong and proven CRM skills and experience in Raiser's Edge and Raiser's Edge NXT.
- Results orientated in a mission-driven environment.
- Driving license an asset.

Work Environment:

- Flexible working conditions with an expectation of ~20% on-site for donor meetings/tours etc.

HOW TO APPLY

To be considered, applicants must submit a cover letter and resume by **Monday, January 20th, 2025, 11:59 pm** to careers@dailybread.ca. Interviews for the position will be conducted on a rolling basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.