

Toronto Cat Rescue (TCR)

Job Title:	Manager, Fundraising	Position Type:	Part-Time (20 hours per week)
Department:		Location:	Toronto west
Reports To:	Executive Director	Salary Range:	\$21,333.33 to \$22,400.00 (Prorated Salary Based on 20 hours per week)

Job Posting

Summary:

TCR seeks to hire its *first* **Manager, Fundraising**, to develop and support the growth of the Toronto Cat Rescue (TCR) by building strong fundraising strategies, increasing revenue, expanding the donor base, and recruiting new supporters. Your background in fundraising management and education will enable you to quickly pull together the current fundraising activities into a coordinated and effective program.

Under the direction of the Executive Director, the part-time **Manager, Fundraising** is responsible for a full range of fundraising activities and management of numerous fundraising volunteers. The salary is based on 20 hours per week.

Role and Responsibilities:

- Work with the Executive Director and Board Chair to create fundraising policies and fundraising strategies;
- Build on the organization’s current donor stewardship plan and host stewardship events at the Toronto Cat Rescue office;
- Establish and grow a Salesforce donor database;
- Develop and write materials for existing and potential donors including tailored solicitation letters, stewardship letters, donor agreements, proposals and appeals for major gifts;
- Build the monthly donor program;
- Build a planned giving program;
- Build a major donor program through the identification and cultivation of relationships with organization’s most loyal supporters;
- Research and potentially implement a direct mail program;
- Lead the planning of fundraising events through the leadership of volunteer planning committees, lead the promotion/marketing strategy, and ensure the successful implementation of revenue-generating events, while ensuring that only high potential events are carried out;
- Create budgets and track expenses and income for all fundraising initiatives;
- Calculate ROI on all fundraisers to determine which events to sustain and which to discontinue or avoid;
- Oversee and manage fundraising team members, all of them volunteer;
- Establish and lead a fundraising committee to explore new fundraising initiatives the organization can take on;
- Collaborate with communications volunteers to schedule and create year-round online donation appeals;
- Collaborate with the bookkeeper and accountant to ensure legal and timely issuance of tax receipts;
- Collaborate with the Volunteer Manager to maintain a database of donors, supporter and volunteers;
- Track and analyze online fundraising success, especially using CanadaHelps and Google Analytics;
- Other duties as assigned.

Qualifications and Education Requirements:

- College degree in fundraising or equivalent experience and education;
- Minimum 2 years’ successful experience in fundraising with a non-profit organization using a variety of channels;

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- Proven track record of developing fundraising and communication plans with the aim to build long-term partnerships and relationships with donors and the community;
- Understanding of outreach methodologies and the ability to build relationships;
- Previous people management experience;
- Highly organized and hardworking;
- Ability to work on many and varied projects without compromising quality or efficiency;
- Strong interpersonal and organizational skills; Strong communication skills (written and verbal);
- Excellent coordination and time management skills and demonstrated ability to participate effectively in multiple projects and assignments at the same time;
- Able to work occasional weekends and evenings as required;
- Commitment to the mission, values, goals and success of Toronto Cat Rescue;
- Ability to speak comfortably before groups of people;
- Ability to handle situations calmly and efficiently;
- Ability to participate in special events and fundraisers as needed;
- Ability to work courteously and cooperatively with the public and all staff and volunteers of TCR;
- Experience with the development and execution of budgets and making knowledgeable financial decisions in the fundraising selection process;
- Ability to handle multiple tasks in a fast-paced environment under sometimes tight deadlines.
- Maturity, good judgment and a professional appearance;
- Proficiency in Salesforce and CanadaHelps preferred;
- Ability to take initiative and work with minimal supervision and direction;
- Understanding and compassion for animal welfare issues and trends and someone who really likes being around cats and cat people!

While we wish to acknowledge and thank all applicants, only those selected for an interview will be contacted. Toronto Cat Rescue (TCR) is an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*.

In accordance with The Accessibility for Ontarians with Disabilities Act (AODA), we are also committed to providing a barrier-free work environment and will provide reasonable accommodations to applicants, upon request during the recruitment process.

Please apply in confidence to: careers@torontocatrescue.ca