



Job Description: Community and Corporate Fundraising Manager

Organization: North York Harvest Food Bank

Organizational Profile:

Since 1985 North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 member agencies running over 80+ community programs. An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy, and long-term food solutions.

We believe in access and inclusion, collaboration, integrity, and excellence.

Job Title: Community and Corporate Fundraising Manager

Department: Development

Reports to: Director of Development and Marketing

Direct Reports: May have direct reports

Status: Full-Time

Salary: \$72,000-\$78,000 Per Annum plus comprehensive extended Health and Dental Benefits and three weeks paid vacation, pro-rated for partial years of service.

Location: Toronto, ON

Hours: Full-time 37.5 hours per week

On-Site Requirement: Hybrid, flexible schedule, most days in office/community

Position Summary:

The Community and Corporate Fundraising Manager plays a pivotal role in advancing the mission of North York Harvest Food Bank by acquiring, engaging, stewarding, and retaining corporate and community relationships and donors. This role is responsible for enhancing our public image, engaging key stakeholders, and building community support. The selected candidate will actively engage with the community, building relationships with corporate and community partners across North York to strengthen our network and support our mission. The ideal candidate is a dynamic and results-driven leader with exceptional relationship-building skills, strategic thinking, and a passion for innovative fundraising.



Key Responsibilities:

1. Community and Corporate Fundraising:

- Identify and engage corporate and community prospects through various outreach methods, including email, cold calling, site visits, networking events, and more.
- Develop and manage a robust pipeline of potential corporate, community and cause-partnership donors to meet and exceed fundraising targets.
- Support the achievement of fundraising goals through effective donor engagement, stewardship, and campaign management.
- Serve as an ambassador for North York Harvest Food Bank at community initiatives, meetings, and networking events.
- Build and maintain relationships with key stakeholders, representing the North York Harvest Food Bank's mission, vision and values.

2. Corporate Food Sort Events:

- Organize and manage food sort events in partnership with the warehouse team, fostering engagement and partnership with the community, our supporters and donors.

3. Food Procurement Collaboration:

- Collaborate closely with the Procurement and Food Raising Specialist to align fundraising efforts with food sourcing activities.
- Develop and implement initiatives that integrate food procurement and fundraising strategies.

4. Donor Engagement & Stewardship:

- Build and maintain strong relationships with current and potential funders, providing regular updates on organizational activities, impact, and opportunities for involvement.
- Ensure timely and meaningful recognition and stewardship of donors, enhancing their connection to our mission.

5. Database Management:

- Maintain accurate and up-to-date donor records in the Raiser's Edge database, ensuring compliance with CRA regulations and privacy standards.
- Generate reports and analyze data to inform and improve fundraising strategies.



Qualifications:

- Equivalent combination of post-secondary education in a relevant field and/or relevant on-the-job experience.
- Minimum of 2-3 years of experience in fundraising, sales, or a related role, with a focus on corporate and community partnerships.
- Proven track record of meeting or exceeding targets and developing successful donor relationships.
- Strong project management skills with the ability to manage multiple priorities and meet deadlines.
- Exceptional communication and interpersonal skills, with the ability to engage and inspire diverse audiences.
- Proficiency in Raiser's Edge or similar CRM systems.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Passion for social justice, food security, and a strong commitment to the mission of North York Harvest Food Bank.
- A valid G class license with access to a vehicle is preferred; accommodations for transportation requirements will be considered to ensure equal opportunities for all candidates.

Working Environment and Conditions:

- Full-time position, requiring the ability to work evenings and weekends as needed.
- Physical environment: Typical office setting and equipment, with work in multiple office and community settings, including shared spaces with artificial lighting.
- Required to work both remotely and on-site. Resources and equipment for remote work will be provided and must be returned at the end of employment.
- Stable internet connection is required for remote work.

Application Process:

All interested candidates should submit a PDF cover letter and resume to Natasha Bowes, Director of Development and Marketing, at natasha@northyorkharvest.com by August 30, 2024. **Please include Community and Corporate Fundraising Manager as the subject of your email.** Applicants must be legally eligible to work in Canada.

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity-seeking and equity-deserving groups. We value lived experience as highly as formal education and encourage members of the NYHFB community—employees, volunteers, community partners, and clients—to apply. We strive for a workplace that reflects the diversity of the community we serve and live in.

NYHFB has an accommodation process in place. Applicants requiring accommodation due to a disability or medical need are encouraged to inform us in advance. All information related to accommodation requests will be treated with confidentiality.

We appreciate all applicants; however, only those selected for an interview will be contacted.