



Job Description	Manager, Partnerships
Date Prepared	January 2020
Reports to	Director of Development
Immediate Reports	Coordinator, Partnerships

The Sunshine Foundation of Canada is a national children’s charity headquartered in London, ON. Sunshine exists to help children with severe physical disabilities and life-threatening illnesses write a brighter future story from a place of possibility. Through our two programs, Sunshine is able to help build confidence and independence in children aged 7-17. Founded in 1987, Sunshine has filled more than 8,500 life-changing experiences for children across Canada, and coordinated 64 Sunshine DreamLifts.

Job Purpose

We are currently seeking an experienced fundraiser for the position of Manager, Partnerships. Your primary focus will be the day-to-day management of the Corporate, Association, and Service Club portfolios as well as select third party events. You will oversee retention, acquisition and stewardship of these donors and build your prospect pipeline.

You have progressive experience as a fundraiser, ideally with similar portfolios with a track record of success in “frontline” fundraising as well as effective stewardship. You are knowledgeable of CRM and prospect management best practices. You bring professionalism, discretion, inspiration and authenticity to the way you build strong relationships with volunteers, the philanthropic community, donors, senior staff and colleagues. You are an analytical thinker who can look beyond existing methodologies to resolve complex issues. You are resourceful and independent, but comfortable working within the framework of an integrated development program and collaborative, team-oriented environment.

The role is located in London, Ontario. Travel will be primarily Ontario-based, but may periodically include travel out of province. A valid Driver’s License with appropriate business-level insurance coverage is required. Regular business office hours are Monday to Friday; however, this position requires flexibility to work evenings and weekends as required.

Duties and Responsibilities

- Manage all corporations, associations, service clubs and select third party event commitments in place and as assigned.
- Develop solicitation and cultivation strategies, creating compelling, multi-channel proposals including sponsorship, philanthropic gifts, employee giving and engagement.

- Contact, cultivate and solicit prospective donors through calls and visits to generate new business and grow existing partnerships by transitioning prospects in an appropriate and timely fashion toward solicitation and closure.
- Establish trust with donors, define and uphold mutual expectations and responsibilities for all parties involved in the relationship.
- Working with the Director of Development, develop and implement your annual budget and plan providing monthly updates including explanation and strategies for variances.
- Develop collaborative working relationships with a wide variety of stakeholders, internally and externally, to effectively implement revenue generation strategies.
- Analyze trends in corporate and membership-based organization fundraising, identifying opportunities and challenges, and developing strategies to ensure goals are met.
- Lead, inspire, develop and manage direct reports using established coaching skills to drive engagement and performance, to model and support Sunshine's positive culture, and to ensure departmental and organizational goals are met or exceeded.
- Support the Director of Development as directed on the development of selected new business proposals.
- Act as an effective member of a collaborative organization to drive organizational goals
- Administer and adhere to the operating budget for the corporations, associations, service clubs and select third party event campaigns.
- Record and track all contacts, communications, and agreements providing comprehensive reports on campaign progress through the CRM Raiser's Edge database.
- Support national events and/or opportunities as necessary.
- Participate in team and cross-functional projects as assigned.

Qualifications

- University degree in a related discipline.
- CFRE designation preferred, or in pursuit of designation.
- Five years demonstrated successful experience in partnership fundraising or direct outside sales resulting in high percentage close rates of mid to major gifts.
- Exceptional networking and new business development skills.
- A minimum of 3 years experience directing and supervising staff, including fundraising professionals.
- Demonstrated knowledge of corporate fundraising, donor recognition, stewardship, and prospect management experience.
- Experience working in special events and securing sponsorship an asset.
- Successful experience in making cold calls, as well as developing and implementing cultivation and solicitation strategies.
- Superior written and verbal communication skills, including the ability to effectively present the organization to external stakeholders.
- Strong planning and organization skills; ability to manage multiple projects from conception to completion within tightly prescribed timelines.
- Advanced computer skills; knowledge of CRM software (particularly Raiser's Edge) or similar database is an asset.
- Positive and professional attitude, appearance and demeanour, and the ability to serve as a professional role model internally and in the community.
- Strong initiative and ability to work well both independently and in collaboration with peers.
- Bring strong business and community connections.
- Ability to travel as necessary across Canada, with a primary focus on Ontario, is required.
- Valid Driver's Licence with appropriate business-level insurance coverage required.
- Flexibility to work occasional evenings and weekends.
- Ability to communicate in both official languages an asset.