
JOB POSTING: MANAGER, DEVELOPMENT

I. ABOUT TRUE PATRIOT LOVE

True Patriot Love is Canada's Foundation for the military community, working to support military members, Veterans, and their families at every stage of their journey. By working as a trusted partner with local charities, social enterprises, the Canadian Armed Forces and the federal and provincial governments, True Patriot Love advocates for the needs of military members and Veterans and ensures resources are directed where they are needed most. Our work centers around four key pillars:

1. **Family Health and Support.** Supporting stronger military families, as spouses, caregivers, children, and youth are called upon to make profound sacrifices along with their loved ones;
2. **Mental Health & Well-Being.** Prioritizing well-being, by investing in mental health and transition programs amongst others;
3. **Physical Health & Rehabilitation.** Improving the rehabilitation and recovery journey through the power of sport, expeditions, and community-based programming; and,
4. **Communities.** Providing resources to organizations that foster connection with communities, whether it be through mentorship, volunteerism, or advocacy.

II. POSITION SUMMARY

The Manager, Development is a mission-motivated, major gift fundraiser who will build meaningful relationships and inspire philanthropic gifts to support the Canadian military community. Reporting to the Chief Development Officer, the Manager, Development will play a key role in developing financial support for True Patriot Love and Canada's military and Veteran families.

The Manager, Development is a full-time position that will work in a hybrid capacity at the Toronto based office and remotely. As a representative of the Foundation, this role may require travel domestically across Canada, with potential for international travel.

III. KEY AREAS OF RESPONSIBILITY

Responsibility #1. Fundraising (90% of time)

1. Donor Relations

- Manage a portfolio of 40+ relationships with prospects and donors, including individuals, families, foundations and corporations
- Develop and execute donor cultivation plans, lead solicitations and implement stewardship journeys
- Work closely with the CDO to develop the core donor program and work in partnership with the Events team to implement the events schedule
- Work closely with the Granting & Programs team to understand the impact of our work supporting Military members, Veterans and their families
- Coordinate with the Granting & Programs and Marketing & Communications teams to create world-class stewardship materials and proposals, with support from the Officer, Stewardship & Donor Relations
- Work closely with the Officer, Stewardship & Donor Relations, and the Data team on prospect research

Responsibility #2. Admin & Learning (10% of time)

1. Data Entry

- Prepare call reports and maintain updated records in Salesforce
- Ensure accurate donor information is recorded

2. Trends

- Maintain current knowledge of best practices and evolving trends in philanthropy through professional networking and training

IV. EXPERIENCE AND COMPETENCIES

1. Completion of a post-secondary degree in Marketing, Communications, Fundraising or a related field OR minimum of 3 years' experience in a fundraising role managing a major gifts portfolio
2. Passion or understanding of the Canadian military
3. Experience working with senior volunteers and/or fundraising committees
4. Strong written and verbal communications skills
5. Strong relationship-building skills and experience cultivating, soliciting and closing gifts
6. Experience in CRM software applications for (e.g., Salesforce, Raisin)

7. Ability to manage multiple projects with various timelines and handle competing, changing priorities
8. Flexibility to attend evening and weekend events on occasion
9. Fluency in French (verbal and written) is an asset
10. Ability to work some evenings and weekend, and to travel for up to 3 weeks/ year

True Patriot Love thanks all applicants for their interest; however, only those under consideration for the role will be contacted. True Patriot Love encourages applications from all qualified candidates, including Veterans, and is committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise in advance if you require any accommodation to participate in this posting, recruitment and/ or selection process.

Interested applicants should visit our website at [Careers at True Patriot Love | True Patriot Love Foundation](#).

E-mail applications preferred. No phone calls, please.

Salary Range: \$75,000 – \$80,000/ year

Deadline for applications: Friday, March 28, 2025, at 5:00PM EDT

Submit applications including a cover letter and resume to: hr@truepatriotlove.com

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: “Manager, Development.”