

<b>TITLE:</b>	Director, Major Gifts
<b>REPORTS TO:</b>	Vice President, Philanthropy
<b>DIRECT REPORTS:</b>	Manager, Individual Giving & Events; Coordinator, Individual Giving
<b>DETAILS:</b>	Full Time permanent
<b>APPLICATION DEADLINE:</b>	July 4, 2022
<b>COMPENSATION:</b>	Salary commensurate with job experience, with competitive benefits package

### **Role Summary:**

Toronto Public Library Foundation is seeking an experienced fundraising professional to join the team as Director, Major Gifts. Under the leadership of the Vice President, Philanthropy, your key responsibilities will be to manage a pipeline and secure major individual gifts at the \$25K+ level, provide oversight to the mid-level giving portfolio (\$1,500-\$24,999), and, in collaboration with the VP, Philanthropy, create and implement strategies for growth. Bringing best practices from other reputable charities, you will develop and execute tailored cultivation and stewardship moments, moving donors successfully through the donor journey. This fundraising role also includes working with stakeholders across the organization, collaborating with senior volunteers, developing proposals, helping to identify funding opportunities, and creating and managing budgets. This role is based at the Toronto Reference Library at Yonge & Bloor in downtown Toronto (note: TPLF staff are currently working a hybrid schedule). Salary will be commensurate with skills and experience.

### **About the Toronto Public Library Foundation:**

TPLF was established in 1997 as a charity to support the world's busiest urban public library system – Toronto Public Library. Funds raised by the Foundation support life-changing programs, services, spaces and collections at the Library's 100 branches. Since its inception, the Foundation has raised over \$95 million for TPL, thanks to the generosity of donors. To learn more about the Toronto Public Library Foundation, visit [tplfoundation.ca](http://tplfoundation.ca). To learn more about the Toronto Public Library, visit [tpl.ca](http://tpl.ca).

### **KEY RESPONSIBILITIES:**

#### **Major Gifts - 80%**

- Responsible for managing an individual major gift portfolio, including research, developing strategy, proposals, and prospect identification and cultivation
- Manage a pipeline of individual and foundation donors \$25K+
- Collaborate with and support leadership team members and senior volunteers in cultivating, securing and stewarding major gift donors
- Build and manage annual expense and revenue budgets ensuring targets are met and expenses are within budget
- Create and oversee donor correspondence, including proposals, letters, invitations and reports

- Collaborate with TPL staff on funding opportunities

**Leadership - 20%**

- Oversee two direct reports – Manager, Individual Giving & Events and Coordinator, Individual Giving. Ensure responsibilities and priorities are defined and offer strategic support. Collaboratively develop professional development opportunities
- Contribute to TPLF strategic planning and annual operational planning
- Work closely with other senior TPLF team members to establish and maintain best practices and to ensure strategic alignment of priorities
- Ensure compliance with all relevant regulations and laws, maintain accountability standards and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives

**Qualifications:**

- 10+ years of directly-related experience in a fundraising environment
- Demonstrated experience developing strategies and managing a major gift portfolio with a proven track record of meeting targets
- Experience working with senior volunteers and stakeholders
- Excellent oral and written communication skills, with experience creating compelling fundraising proposals and customized donor correspondence
- Well-developed budget management skills
- Experience using a donor database in a fundraising environment, preferably Raisers Edge. Experience with sophisticated moves management and pipeline reporting an asset
- Experience in leading staff through coaching, directing, motivating, and evaluation
- Knowledge of the fundraising industry, philanthropic trends, ethics, motivations for giving and volunteering, research and cultivation practices, general fundraising best practices
- Knowledge of the Toronto philanthropic and literary communities is an asset
- Proficiency in applicable computer programs (Word, Excel, PowerPoint)

**Personal Skills:**

- Excellent interpersonal skills and an exceptional relationship builder across diverse audiences
- Sharp strategic skills with the ability to create compelling and clear strategies and priorities
- Excellent communication and organizational skills
- Impressive project management skills
- Team player and collaborative style
- Passion for the Library



### **Commitment to equity and diversity**

The Toronto Public Library Foundation invites applications from all qualified individuals. The Foundation is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

### **To apply:**

- Please send CV and cover letter to: [foundation@tpl.ca](mailto:foundation@tpl.ca) (email only, no phone calls please) by July 1, 2022. Please include "Director, Major Gifts - [Your Name]" in subject line.
- Only qualified candidates will be contacted.
- COVID-19 vaccines are a requirement of the job unless you have an exemption on a medical or other protected ground pursuant to the Ontario Human Rights Code.

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[tplfoundation.ca](http://tplfoundation.ca)  
Charitable tax number 886554476RR0001