



<b>TITLE:</b>	Director, Individual Giving
<b>REPORTS TO:</b>	Vice President, Philanthropy
<b>DETAILS:</b>	Full time, salaried
<b>TERM:</b>	12 months (Maternity Leave Coverage)
<b>VACANCY STATUS:</b>	This posting is for an existing vacancy
<b>APPLICATION DEADLINE:</b>	March 27, 2026
<b>START DATE:</b>	ASAP
<b>LOCATION:</b>	The Toronto Reference Library at 789 Yonge Street. Foundation team members currently operate within a hybrid work schedule
<b>Hiring Salary Range:</b>	\$100,000 - \$110,000 Salary will be commensurate with experience.

### **Toronto Public Library Foundation: Helping Write the Library's Next Great Chapter**

Toronto Public Library Foundation connects the generosity of donors with the limitless potential of Toronto Public Library—the world's biggest and busiest urban public library system. Together, we transform Torontonians' love of the library into vital support for programs, collections, and spaces that help people learn, connect, and thrive. With our donors, we're expanding literacy programs for kids, bridging the digital divide, strengthening civic engagement, and building inclusive, welcoming spaces in every neighbourhood in our city.

#### **Position Summary**

The Director, Individual Giving is a senior fundraising leader responsible for the overall strategy, performance, and growth of individual leadership giving (\$1,500 - \$24,999), with a focus on the Literary Circle, the Foundation's core leadership giving program. This role provides strategic leadership across leadership giving, and lower-level major gifts, while directly managing a portfolio of approximately 75 key donors. The Director leads and mentors the Individual Giving team and leads integrated fundraising efforts, working cross-functionally to ensure integrated, donor-centred fundraising across the organization.

#### **Key Responsibilities**

##### **Strategy & Leadership**

- Develop, implement, and manage a comprehensive annual and multi-year individual leadership giving strategy to meet ambitious revenue and donor growth goals.
- Provide strategic oversight for leadership giving, including annual and monthly gifts.
- In collaboration with the Director, Marketing & Communications provide strategic input regarding integrated fundraising, and pipeline development into major gifts.

Toronto Public Library Foundation  
789 Yonge Street  
Toronto, Ontario M4W 2G8

[tplfoundation.ca](http://tplfoundation.ca)

Charitable tax number 886554476RR001

### **Revenue, Budget & Forecasting**

- Own revenue forecasting, goal setting, and expense management for the leadership giving program (\$1,500 - \$24,999).
- Monitor performance against targets and recommend course corrections as required.

### **Portfolio Management & Major Donor Engagement**

- Manage a portfolio of higher mid-level donors (\$5,000 - \$24,999) and lower-level major gift donors (\$25,000-\$50,000), including Board and Governors' Council donors.
- Lead cultivation, solicitation, and stewardship strategies to secure leadership and major gifts.

### **Team Leadership & Management**

- Provide strong day-to-day leadership to the Individual Giving team, including recruiting, developing, and supporting staff to excel. Currently one direct report, but with plans to hire a second direct report over the term of this contract.
- Establish performance metrics, conduct regular reviews, and foster a collaborative, high-performing team culture.

### **Volunteer & Committee Engagement**

- Serve as primary staff liaison for volunteer committees including the Literary Circle Committee, Governors' Council, and the American Foundation for Toronto Public Library.
- Support volunteer engagement in donor cultivation and solicitation activities.

### **Integrated Fundraising & Collaboration**

- Lead quarterly prospect meetings to strengthen moves management and integrated fundraising.
- Work closely with Communications & Marketing, Revenue and Operations teams to align donor communications, campaigns and pipeline strategies.

### **Data, Analysis & Reporting**

- Oversee the analysis of donor trends, risks, and opportunities, leveraging both historical and predictive insights.
- Monitor performance using the donor database (Raiser's Edge) to track moves management and pipeline health.
- Prepare high-quality reports and strategic recommendations for senior leadership and the Board.

### **Best Practices, Leadership & Professionalism**

- Apply fundraising best practices in moves management, donor segmentation, prospect research, and donor care.
- Maintain donor confidentiality, discretion, and ethical fundraising standards.
- Model TPLF values of equity, inclusion, respect and collaboration in all donor and team interactions.

## Qualifications & Competencies

### Education & Experience

- 8–10 years of progressive fundraising experience securing annual gifts of \$1,500 to \$24,000. Experience with major gifts (\$25,000+) an asset.
- Experience developing donor journeys and implementing integrated fundraising strategies.
- Experience with donor databases (Raiser’s Edge preferred) and fundraising analytics.
- Experience leading and developing fundraising teams.

### Skills & Abilities

- Excellent relationship-building, interpersonal, and communication skills.
- Strategic thinker with strong analytical capability and sound judgment.
- Ability to manage multiple priorities with accuracy, discretion, and professionalism.
- Inclusive leadership style and commitment to donor-centred, equitable fundraising practices.
- Highly collaborative, proactive, and self-motivated.

## Why Apply?

You will:

- Join a high-performing, mission-driven team helping shape Toronto’s next chapter.
- Lead a core revenue portfolio with significant potential for growth and innovation.
- Work in a hybrid model that supports flexibility and meaningful collaboration.
- Engage deeply with donors passionate about strengthening their communities.
- Access opportunities for leadership growth, professional development, and visibility within the organization.

## To Apply

Please submit your CV and cover letter in a single PDF to [tplfjobs@tpl.ca](mailto:tplfjobs@tpl.ca). In the subject line, write: “**Director, Individual Giving – [Your Name]**”. Applications will be reviewed on a rolling basis.



The Toronto Public Library Foundation uses a people-focused approach to evaluating applicants. We do not utilize artificial intelligence during the recruitment process.

The Toronto Public Library Foundation is committed to employment equity and diversity and welcomes applications from Indigenous people, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity. Accommodation is available on request throughout the hiring process. Only those selected for interview will be contacted.