



TITLE: Senior Manager, Events and Community Engagement
REPORTS TO: Director, Donor Experience
DETAILS: Full time, salaried
VACANCY STATUS: This posting is for a new vacancy
APPLICATION DEADLINE: June 15, 2026
START DATE: July 2026
LOCATION: The Toronto Reference Library at 789 Yonge Street.
Foundation team members currently operate within a hybrid work schedule
Hiring Salary Range: \$80,000 - \$90,000 Salary will be commensurate with experience.
Eligible for additional compensation in annual performance bonus. Employer also matches, in part, contributions made to a defined-benefit pension.

About Toronto Public Library Foundation

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.

Toronto Public Library Foundation: Helping Write the Library’s Next Great Chapter

Reporting to the Director, Donor Experience, the Senior Manager, Events and Community Engagement leads the execution of Toronto Public Library Foundation’s events and experiential engagement portfolio. This includes stewardship, cultivation, community, partner, and signature fundraising events, all designed to drive revenue, expand reach, and deepen connection to Toronto Public Library’s mission. Working collaboratively across teams and with external partners, the Senior Manager translates Foundation priorities into compelling experiences that strengthen donor, sponsor, and community engagement.

A strategic and hands-on leader, the Senior Manager oversees the planning, delivery, and evaluation of events, community engagement, and brand partnership initiatives. They ensure all activities are thoughtfully designed, operationally strong, financially sound, and aligned with donor experience and fundraising objectives. The role is also responsible for day-to-day execution, cross-functional coordination, management of vendors and partners, and leveraging post-event insights to support continuous improvement across the Foundation’s event and experiences portfolio.

Key Responsibilities

Event Strategy & Execution

- Plan and execute up to 20 annual stewardship, cultivation, community and partner events, including TPLF’s

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

tplfoundation.ca

Charitable tax number 886554476RR0001

signature fundraising gala, Biblio Bash

- Develop and execute exceptional events and experiences that champion a culture of philanthropy by increasing revenue, maximizing support, and enhancing stakeholder experiences
- Research and develop new event concepts to respond to marketplace trends, ROI, and evolving business needs
- Lead TPLF event meetings and conduct pre- and post-event analysis to inform future planning, budgeting, and performance metrics
- Support and execute third-party events and community engagement initiatives that extend TPLF's reach

Partnerships & External Relations

- Develop, manage and steward strategic brand partnerships to expand audience reach, enhance brand alignment, and offset event costs through cash or in-kind support
- Collaborate with Director of Corporate Partnerships to ensure alignment across philanthropic, brand, and in-kind partnership opportunities
- Negotiate and secure writers, speakers and thought-leaders in collaboration with the Director, Donor Experience and Director, Marketing and Communications
- Build and maintain a network of event professionals in Toronto share learnings and stay current on industry best practises

Cross-Functional Collaboration

- Partner with philanthropy and marketing teams to advance donor acquisition and engagement strategies, showcasing TPL's impact and differentiators
- Work with TPL staff (department heads, branch staff, programming, production, venue rentals, accounting, IT and facilities) to align priorities and ensure seamless event outcomes
- Collaborate with the Director, Marketing and Communications and creative agencies to support fundraising campaigns through experiential and pop up activations
- Work in partnership with Senior Manager, Marketing and Communications on event communications, including copywriting, segmentation, deployment, and performance analysis

Financial & Operational Management

- Manage and monitor event marketing budgets to ensure appropriate expense-to-revenue ratios
- Oversee vendor and agency relationships to ensure projects are delivered on-time and on-budget
- Continuously assess and implement technology tools to improve planning efficiency, reduce costs, and enhance attendee experience

Leadership & Team Management

- Manage and support one direct report (Events Coordinator)
- Assist with managing event committees comprised of community and leadership volunteers

Strategic Planning & Reporting

- Contribute to the Foundation’s annual business plan by developing strategies, tactics, and measurable outcomes aligned with organization goals
- Capture post-event insights and compile reports to support forecasting, budgeting, and continuous improvement
- Other duties as assigned

Qualifications & Competencies

Education & Experience

- 5–7 years of progressive experience in event planning and execution.
- Demonstrated experience managing complex event portfolios with multiple stakeholders, budgets, timelines, and vendors, while maintaining strong expense-to-revenue discipline.
- Experience developing and executing events and experiences that support donor engagement, revenue generation, or brand profile in a non-profit, cultural, public sector, or mission-driven environment.
- Experience building and managing strategic brand, sponsor, or in-kind partnerships that expand audience reach and enhance event outcomes.
- Proven ability to work cross-functionally with internal stakeholders, partners, and volunteers to deliver high-quality events and activations.
- Experience supervising or coordinating the work of at least one direct report, contractor, or project team member.
- Experience using event technology, email marketing, and reporting tools to support planning, communications, post-event analysis, and continuous improvement.

Skills & Abilities

- Strong project, workflow, and prioritization management skills.
- Collaborative leader who builds trust and drives alignment across teams and stakeholders.
- Hands-on operator who leads execution while maintaining a strategic perspective.
- Adaptable problem-solver with sound judgment in complex, high-pressure environments.
- Demonstrates professionalism, integrity, and composure in fast-paced settings.
- Committed to high performance, accountability, and continuous improvement.

Why Apply?

You will:

- Join a high-performing, mission-driven team committed to enhancing access to knowledge, culture and community in Toronto.



- Work in a hybrid model that supports flexibility and collaboration.
- Contribute to enhancing the philanthropic perception of one of Toronto’s most recognizable brands and institutions.
- Be part of an exciting new brand campaign to spread awareness of TPL Foundation as a charity of choice.
- Have opportunities for professional growth, skills development, and meaningful recognition.

To Apply

Please submit your CV and cover letter in a single PDF to tplfjobs@tpl.ca. In the subject line, write: **“Senior Manager, Events & Community Engagement – [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 welcomes all people and perspectives and aims to reflect the diversity of Toronto on our team. We are 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.

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