



<b>JOB DESCRIPTION</b>	
<b>POSITION (Title):</b>	<b>Philanthropy Manager</b>
<b>DIVISION:</b>	PRESIDENT & CEO
<b>DEPARTMENT:</b>	St. JOSEPH'S FOUNDATION OF THUNDER BAY
<b>SITE:</b>	ST. JOSEPH'S HERITAGE
<b>REPORTS TO (Title):</b>	President and CEO – ST. JOSEPH'S FOUNDATION OF THUNDER BAY

**GENERAL ACCOUNTABILITY:** Reporting to the President/CEO, the Philanthropy Manager is a strategic professional role with the opportunity to build a portfolio of major donors to the Foundation. The Philanthropy Manager will also be responsible for expanding the outreach to major donors in an effort to increase our legacy giving program.

**SPECIFIC ACCOUNTABILITIES:**

**Major Gift Philanthropy:**

- With support where needed, conducts all cultivation, solicitation, and stewardship activities for a portfolio of prospective and current donors giving, including targeted personal touchpoints
- Build and manage a portfolio of 75+ active major gift donors and prospects
- Help transition donors to higher level of giving
- actively engage new major gift donors through referrals, data analysis, prospect research networking and strategic outreach, working with an existing list and prospect list
- promptly updates Donor Perfect with all appropriate notes and related actions
- Maintain accurate records of planned giving commitments and provide regular updates to the President/CEO on major gift giving activity and revenue projections

**Legacy Philanthropy**

- Develop and implement strategies to cultivate and solicit planned gifts from donors interested in making legacy commitments to SJFTB
- Identify and steward e legacy giving donors and prospective donors, providing personalized support and guidance through the gift planning process
- Maintain accurate records of legacy giving commitments and provide regular updates to the President/CEO on legacy giving activity and revenue projections

**Prospect Research and Pipeline Management**

- Work with the Philanthropy Associate to identify prospects for sponsorship of events
- Analyze data, track activity and prepare reports, including up-to-date prospect pipeline and active proposal evaluations required to formulate, execute, evaluate and benchmark strategic and priority driven implementation plans
- Ensure requests for information from donors or prospects are addressed quickly, accurately and with all pertinent information recorded appropriately
- Participate in the development and execution of the Foundation annual business plan

- Works with the President/CEO to enhance Donor Perfect functionality to build our major donor pipeline

### **Reporting and Analysis**

- Provide regular reports on major gift fundraising activities, including progress toward fundraising goals, donor engagement metrics, and revenue projections
- Conduct on going analysis to evaluate the effectiveness of the major gift fundraising strategies and make data-driven recommendations for improvement

### **Health and Safety:**

#### **Employee Health & Safety**

- Responsible for following all Occupational Health and Safety regulations and relevant organizational policies and procedures to ensure personal safety and safety of others
- Participates in monthly safety inspections, emergency drills and training programs as required
- Reports any equipment, safety concerns or hazards to supervisor

#### **Client Safety**

Supports and contributes to a culture of safety and promotes client safety:

- Responsible for following organizational policies and procedures
- Identifies and informs managers/supervisors of client safety problems and concerns, including actual and potential adverse events and incidents
- Assesses client safety issues and concerns and actively participates in improvement activities
- Utilizes effective and appropriate mechanisms for the transfer of information at interface points
- Utilizes verification processes and other checking systems for high risk care/service activities
- Participates as required in training on targeted client safety focus areas

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### **ORGANIZATIONAL RELATIONSHIPS**

- Reports to President/CEO, St. Joseph's Foundation of Thunder Bay
- Works with St. Joseph's Foundation employees and volunteers
- Maintains involvement with St. Joseph's Care Group employees, local businesses, and organizations, and the general public
- Maintains collaborative working relationships with all internal and external contacts, ensuring behaviors are congruent at all times with SJFTB Principles of Conduct

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### **QUALIFICATIONS**

#### **Education/Experience:**

- Related post-secondary education, a CFRE would be considered an asset
- Minimum 3-5 years of experience in major gift fundraising with a proven track record of closing gifts or securing contracts
- Experience in legacy gift philanthropy
- Consideration will be given to candidates with comparable experience in related industries
- The candidate will be results-driven, a self-starter and highly motivated with a leadership and interpersonal style that fosters collaborative and productive relations with a diverse group of people

#### **Skills/Abilities:**

- Demonstrated success in one-to-one personal gift solicitation and/or a strong aptitude for sales with demonstrated success
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics and dedication.
- Knowledge of fundraising principles and practices
- Professional and ethical standards for handling confidential information

- Excellent written and verbal skills
- Demonstrates a strong ability to appreciate, respect, and work effectively with individuals from diverse cultural backgrounds and experiences.
- Demonstrated ability to strategize, build and implement constituency programs and activities and analyze results
- Strong planning, organizational skills and attention to detail
- Ability to organize multiple priorities and conflicting deadlines
- Ability to work independently, combined with the skills to thrive in a team-based environment
- Willingness to participate and assist in other areas of Philanthropy, when necessary
- Proficiency in Microsoft Office Suite and a working knowledge of Donor Perfect and records management, considered an asset.
- Ability to work evenings and weekends as needed
- Represents the Foundation with integrity in a professional, ethical, accountable and consistent manner
- Familiarity with the philanthropic community of Thunder Bay
- Working knowledge of *Occupational Health & Safety Act*

**Assets:**

- Ability to speak and communicate in French

**CONDITION OF EMPLOYMENT:**

- Ability to travel to various work locations as required and provide own transportation
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)

<b>REVIEWED &amp; APPROVED BY:</b>			
DIRECTOR:	G. BRESCIA	DATE:	06/03/2026
HUMAN RESOURCES:		DATE:	
SUPERSEDES:		DATE:	