



JOB POSTING

POSITION TITLE: PHILANTHROPY AND COMMUNICATIONS MANAGER

ORGANIZATIONAL SUMMARY

The Teresa Group (TTG) is a charitable, non-profit, community-based organization located in Toronto, Canada. The Teresa Group advances the dignity and well-being of children, youth and their families affected by HIV and AIDS. The organization includes a team of qualified staff providing a comprehensive range of frontline services to hundreds of local children and families. The Teresa Group is committed to building a workforce that reflects the communities we serve and to promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful, and equitable workplace.

POSITION SUMMARY

The Teresa Group is currently seeking an experienced and skilled Philanthropy & Communications Manager. This is an exciting and demanding fulltime position that involves a high degree of collaboration and teamwork. Reporting to the Executive Director, the Philanthropy & Communications Manager supports the organization's strategic approach to fundraising, which includes prospect identification, grant writing, online campaigns, direct mail, events, social media, newsletters, donor recognition and stewardship.

This role is part of the Management Team. Working within a social justice framework, the Philanthropy & Communications Manager will provide all the required supports to a highly diverse donor base, raising funds that support children, youth and their families. The Philanthropy & Communications Manager provides leadership in all aspects of fund-raising, donor engagement as well as social media and other communications at The Teresa Group. The role also ensures productive working relationships with all community partners.

The incumbent is required to work in ways that are respectful and inclusive of all service users, staff and volunteers and promotes the mission and values of The Teresa Group. This includes the commitments to the greater involvement and meaningful engagement of people living with HIV/AIDS (GIPA/MEPA), anti-oppression, anti-racism, anti-discrimination.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- At minimum of three to five years of fund-raising experience.
- Experience with Direct Donor Management
- Post-secondary qualifications in a related field.
- A certificate in Fundraising Management (CFRE) would be an asset.
- Knowledge of the Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code
- Bilingualism is an asset.
- Understanding HIV and AIDS and the communities affected by HIV, particularly as it relates to children and families, is an asset.
- Knowledge of issues related to Diversity, Equity and Inclusivity and working within an anti-oppressive framework.



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Charitable Business Number 133699959RR0001

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www.teresagroup.ca



- Demonstrated expertise in planning, administration, development, and evaluation.
- Superior organizational, analytical, and problem-solving skills.
- Demonstrated ability working in a team setting.
- Excellent computer skills and experience using database systems.

PROFICIENCY IN THE USE OF COMPUTERS FOR:

- Microsoft Office
- Income Manager
- MailChimp

PERSONAL CHARACTERISTICS

- **Creative/Innovative:** Develops new and unique ways to fundraise and creates new opportunities.
- **Builds Relationships:** Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicates Effectively:** Speaks, listens, and writes in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Focuses on Donor Needs:** Anticipates, understands, and responds to the needs of donors to meet or exceed their expectations within the organizational parameters.
- **Team Player:** Works cooperatively and effectively with others towards goals and resolving problems.

PRIMARY DUTIES AND RESPONSIBILITIES

STEWARDSHIP WITH DONORS

- Cultivating existing and prospective donors
- Delivering on donor requirements

VOLUNTEER MANAGEMENT

- Works closely with the Volunteer Coordinator to utilize volunteers to further the goals of the fund-raising plan.
- As directed by the Executive Director, works with the Fundraising Committee of the Board of Directors to develop policy and strategies as needed.

DONOR RECOGNITION

- Composes thank you letters for gifts received in accordance with the organization's recognition plan.
- Files copies of thank you letters (electronic and hard copy)

PROSPECT IDENTIFICATION

- Identifies new potential sources of funding appropriate for The Teresa Group
- Identifies, actively promotes, and engages appropriate sponsorship opportunities for needs identified by the program staff.
- Ensures appropriate research is undertaken for a good fit between corporations or other potential donors and The Teresa Group's philosophy and strategy.

EVENTS

- Supports the Executive Director in the planning, organization, and implementation of all events.
- Actively promotes and engages opportunities for third party events.
- Provides support to third party events that align with the organization's mission and values.



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PLANNED GIVING

- Recommends and implements approved strategies designed to increase planned gifts to the organization.

ORGANIZATIONAL PROMOTION

- Builds relationships with community stakeholders to advance the mission and fundraising goals of the organization.

DATABASES

- Maintains the integrity of the database for fundraising purposes.
- Coordinates all organizational mailings including direct mail campaigns, Holiday cards etc. (lists, labels, letters, etc.)

SOCIAL MEDIA AND COMMUNICATIONS

- Use social media platforms for communication of agency programs and to promote fundraising events.

FULL TIME PERMANENT POSITION: 35 hours per week; flexible hours expected including some evenings and weekends.

WORK MODEL AND LOCATION: In-person at the office only. The office is in the City of Toronto.

EXPECTED ANNUAL SALARY RANGE: Commensurate with experience, range of \$65,000 - \$70,000.

DEADLINE TO APPLY: The deadline to receive applications is the 5th of February 2024.

Please send a resume and cover letter outlining how your education and experience equips you for this position to applications@teresagroup.ca with “Philanthropy & Communications Manager Application” in the subject line.

We strongly encourage people living with HIV, members of visible minority communities and persons from diverse backgrounds to apply and self-identify.

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview.



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