



## **Development Manager, Engagement & Partnerships**

### **SUMMARY**

Are you a dynamic relationship builder, who thrives engaging the community, building corporate partnerships and identifying new, innovative funding opportunities? Do you enjoy coaching and motivating your colleagues towards success, and working collaboratively with the department to help ensure continued growth? If this sounds like you, please read on to learn more about this exciting new role at Ottawa Food Bank.

The Ottawa Food Bank is a respected social service agency that works in partnership with the network of member agencies to create a healthier city by empowering people, increasing access to healthy food, and advocating for systemic changes that reduce food insecurity. We are a collaborative and compassionate team, committed to ending hunger in Ottawa by addressing the root cause of food insecurity – poverty.

Under the direct supervision of Director of Communications & Development, the Development Manager, Engagement & Partnerships is responsible for planning, leading, and revenue generation for the Community, Corporate, and Grants & Foundation revenue streams, which includes signature, partner, and community/third-party events, and grocery store food acquisition.

### **MAJOR RESPONSIBILITIES**

#### **General Management**

- Plans, organizes, coaches and mentors the activities, goals, objectives, and performance of three Development Coordinators – Community & Events, Corporate (including food retail) and Project (including grants & foundations).
- Supports the organization's performance management process, including the creation of development plans for staff to build core competencies and the completion of annual performance reviews.
- Creates an environment that fosters and develops effective collaborative working relationships, encourages a high level of performance and proactively addresses any morale, cooperation, capacity, or productivity issues.
- Works with the Director, Coordinators, and other leads to create annual departmental strategy, work-plans, and budget, managing these sections of the departmental budget.
- Provides input on new strategic initiatives, trends from other charities, new tools for event management, etc.
- Contributes ideas on Ottawa Food Bank stats/data management and tracking initiatives as they relate to food and fund raising.
- Other management duties as assigned.

#### **Fund and Food Raising Events and Sponsorships**

- In collaboration with the Coordinators, holds ultimate responsibility for a large portfolio of fund and food raising events, including signature, partner, and community/third-party events; manages event strategy, critical path, sponsorship, and committee relations.



- Leads the valuation and packaging of corporate sponsorships as well as prepare contracts and sponsorship agreements at the \$10,000+ level.
- Responsible for writing engaging sponsorship proposals that secure new, renewed, and upgraded support, and for executing on activations, fulfillment, and reporting.
- Develops lessons learned/debriefing processes for key fund and food raising events with the goal of maximizing efficiencies and returns.
- Responsible for the development of new events and managing the life cycle of all events, and all event donor/partner stewardship and recognition.
- Ensures effective and efficient inter-departmental relations with colleagues in Operations regarding food acquisition from food industry partners and food raising events.
- Ensures CEO/Director/staff team is aware of key upcoming events where they are attending, staffing or that have an impact on their area of responsibility, or that are occurring at Ottawa Food Bank location.

### **Corporate & Food Retail**

- Working with the Director and Coordinator, develop and implement a corporate giving strategy and maintain a strong corporate pipeline.
- In collaboration with the Coordinator, ensure that all corporate and food retail partnerships and relations are well engaged, nurtured, and advanced to drive increased results.
- Nurture relationships with existing corporate donors and partners, develop strategies for securing new, renewed and upgraded corporate support, whether through event/community engagement, employee giving and/or Corporate Social Responsibility channels.
- Manager will also work towards cultivation and managing a portfolio of Corporate philanthropic donors at the \$10,000+ level.

### **Projects & Grants**

- In collaboration with the Coordinator, oversees the grants and foundations portfolio: pipeline growth and development, and provides coaching on all aspects of identifying, researching and applying for grants for funding and ensuring execution of all required reporting.
- Working with Coordinator to build and nurture effective relationships with funders.
- Working with Director and Coordinator to develop prospect management processes, departmental statistics, benchmarks, and key performance indicators.

### **SUPERVISION OF STAFF**

- This position supervises the Community Engagement and Events Coordinator, Corporate Development Coordinator, and the Development Project Coordinator.

### **EDUCATION AND EXPERIENCE**

- Minimum of 5-7 years of experience in a fundraising role, including 1-2 years of experience managing a team, and experience securing sponsorships, gifts and grants at the \$10,000-50,000+ level.
- Post-secondary degree or college diploma, certificate in fundraising or events management, or a combination of other education, training and experience.

### **KNOWLEDGE AND COMPETENCIES**



- Excellent relationship building and leadership skills, with the ability to inspire, motivate and engage others, nurturing long-term loyalty for Ottawa Food Bank.
- Demonstrated understanding of effective event growth strategies, solicitation process, and relationship management.
- Proven ability to develop and maintain corporate relationships and secure sponsorships, gifts and grants at \$10,000-50,000+ level.
- Ability to research, source, secure grants from community and corporate foundations and experience with government funding an asset.
- Strong oral and written communication skills and presentation/public speaking skills.
- Highly organized, and self-directed, with the ability and skills to establish and manage priorities.
- Committed to high performance standards and continuous improvement; open to adopting new, hybrid, more innovative ways of planning and delivering events.
- Proven ability to build cross-functional teams and develop internal relationships.
- Strong problem-solving skills, the ability to manage multiple projects, and flexibility to adapt to varying workload demands.
- Ability to maintain a calm and unruffled manner while working in a busy environment and as part of closely-knit team with many volunteers.
- General familiarity with office applications (MS Word, Excel, PowerPoint, Outlook), and experience with online donation platforms an asset.
- Judgment, tact, and discretion, as well as good interpersonal skills, are required when dealing with co-workers, volunteers, donors, member agencies, and the general public.

### **LANGUAGE REQUIREMENTS**

Excellent English language skills (verbal and written) are a requirement of the position. Intermediate French language skills (verbal) are an asset.

SALARY RANGE (Under review)  
\$72,000 –\$ 82,000 annually

### **TO APPLY**

Attention to Hilary Evans, Director of Communications & Development. Please use the link below:  
<https://theottawafoodbank.bamboohr.com/jobs/view.php?id=45&source=aWQ9MTE%3D>

**Posting closes November 5, 2021**