

## Senior Development Manager

At the Ottawa Sports and Entertainment Group (OSEG), we believe that all children and youth in our community should have equitable access to sports and the positive outcomes that come as a result of participation. That's why we established the OSEG Foundation.

Together, with our coaches and players from the Ottawa REDBLACKS and Ottawa 67's – the OSEG Foundation develops and invests in local programs and initiatives that help children and youth learn, develop, and grow through sport.

The OSEG Foundation is looking for a Senior Manager, Development to lead the expansion of our revenue streams and accelerate our fundraising growth. This position is ideal for an experienced generalist fundraiser with a proven track record in individual giving, corporate partnerships, and foundation fundraising. In this role, you will be responsible for the development and execution of fund development strategy and related activities including annual fundraising, granting, donor stewardship, and database management.

The ideal candidate will have a strong foundation in fundraising, with experience in prospect research, donor cultivation, solicitation, stewardship, grant writing, database management, and corporate sponsorship. The preferred candidate will bring strong project management skills and a strategic mindset to help drive the OSEG Foundation's mission and impact forward.

This position is responsible for the development, execution and evaluation of a comprehensive, multi-channel and integrated annual giving program to build the Foundation's base of individual, corporate and foundation donors with a goal of significantly increasing the base of annual gifts.

### What you'll do:

#### 1. Revenue Development

- Design and implement a comprehensive Annual Fund campaign with targeted solicitations and activities to grow and diversify OSEG Foundation's revenue base;
- Actualize revenue targets through grant writing, individual and corporate giving;
- Develop an individual giving strategy and execution plan including online giving, moves management, peer to peer initiatives, personal visitation and donor engagement - all focused on building a sustainable base of annual support;
- Develop strategies for donors to effectively move them through a meaningful cycle of giving;
- Identify and qualify prospective donors, cultivate positive relationships and directly solicit donations.

#### 2. Grant writing

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources;
- Collaborate with program staff to ideate and write grant proposals for specific projects and programs;

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- Enhance future funding opportunities by thoroughly reporting to and stewarding Foundation donors;
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.

### **3. Donor Stewardship and Recognition**

- Design and implement programs and practices that inspire donor confidence by communicating impact, educating supporters, and sharing success stories. Develop and manage a donor recognition system;
- Lead programs and initiatives that acknowledge, recognize, and celebrate donor contributions, while effectively communicating the positive impact of their philanthropic investments;
- Monitor and manage donor recognition efforts, impact reporting, gift announcements, and accountability processes, including overseeing gift agreements, tracking fund usage, sending pledge reminders, and ensuring compliance with naming conventions and gift acceptance policies.

### **4. Communications and Content Management**

- Conceptualize, craft, and implement annual giving appeals;
- Prepare grant applications, proposals and solicitation materials;
- Create content for the case for support, donor communications including monthly newsletters and nurturers, and fundraising campaigns and appeals.

### **5. Data Management and reporting:**

- Serve as the lead for Database management and oversee data entry and integrity; research; reporting; mailing lists; policies and procedures; software updates and maintenance;
- Work with the Finance Department on deposits, monthly/yearly reconciliations, receipt reports, and manage annual audit requests;
- Monitor and analyze engagement data to assess the success and impact of fundraising strategies and campaigns;
- Ensure adherence to all applicable regulations and ethical standards in fundraising practices.

#### **What's needed:**

- 5+ years of fundraising experience with a demonstrated track record of developing and executing successful annual fundraising strategies;
- Completion of Post-Secondary Degree or Diploma. A combination of relevant academic qualifications and experience may be accepted;
- Creative and innovative thinking to develop unique fundraising campaigns and initiatives that resonate with diverse audiences;
- Knowledge of fundraising best practices and trends;
- Exceptional written and verbal communication skills, with the ability to engage donors and supporters through compelling storytelling and persuasive proposal writing;
- A proactive, entrepreneurial individual who excels in a dynamic fundraising environment.

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- Passion and commitment for OSEG Foundation's mandate;
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals;
- Exceptional organizational skills and ability to handle multiple and competing deadlines;
- Experience working with fundraising databases;
- Able to provide a clear Criminal Records Check;
- Access to a vehicle on a regular basis;
- Bilingualism in English & French, an asset.

## **Salary Range:**

\$75,000 - \$85,000

## **What's in it for you?**

Located at Lansdowne Park, the TD Place is part of the Ottawa Sports and Entertainment Group (OSEG) of companies, and is the largest and most varied sports and entertainment complex in the city. We operate the Ottawa REDBLACKS and Ottawa 67's, and host live entertainment events and other professional sports tenants including the Ottawa Blackjacks, Atlético Ottawa, and the new Professional Women's Hockey League. OSEG and its related Foundation were founded on the vision of its partners - a vision to create year-round world-class guest experiences and give back to the Ottawa community.

TD Place is an advocate for equity, diversity, and inclusion and invites and encourages all candidates to apply for this role, including women, Indigenous peoples, members of racialized communities, persons with disabilities and persons of minority sexual orientations and gender identities. Additionally, we are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to participate in the hiring process, please contact us to make your needs known in advance.

Please note this role will require interacting with the public, including in crowded spaces. TD Place, as one of Canada's Safest Employers, is committed to providing a safe and enjoyable experience for all employees and guests. We encourage all of our employees to receive a full dose of available COVID-19 vaccinations and may require full vaccination in support of future health authority recommendations.

We acknowledge the time and effort that is required to apply and thank all applicants for their interest. Depending on volume, we may only be able to respond to those who demonstrate within their application that they meet the requirements of the role.

Interested? Please visit: <https://www.tdplace.ca/careers/> for more information.