

Who we are


For over a century, The Ottawa Mission has proudly served as a community cornerstone in providing relief to those in need. Over that time, we've evolved from a faith-based shelter into a comprehensive service hub ready to meet the ever-growing needs of our vulnerable population.

Through the philanthropy and support of our community, we're able to offer:

 Food Programs

 Emergency Shelter

 Housing Services

 Client Services

 Job Training

 Addiction & Trauma Program

 Health Services

 Chaplaincy Support

Within our organization, the Development Team is a high-performance, fully-diversified fundraising department generating over \$14M annually to support our many life-changing programs. We are supported by the commitment and generosity of more than 1,000 volunteers and 35,000 donors.



Corporate Philanthropy and Partnerships Officer

Reports to: Manager of Philanthropy

Department: Development

Job level: Non-Management

Salary: \$66,900 – \$78,690 per year

Closing date:
JULY 10, 2026

About You and Your Position

Reporting to the *Manager of Philanthropy* the **Corporate Philanthropy and Partnerships Officer (Corporate Officer)** is responsible for ensuring the success of the organization's Corporate Giving Program. The Officer oversees all aspects of corporate fundraising initiatives (goal \$900k) and is responsible for analyzing, planning, goal setting, implementing, monitoring, tracking and evaluating the corporate giving program.

This role is heavily external facing with high importance placed on corporate partner and prospect meetings.

The Officer is highly organized, detail-oriented, and have impeccable leadership and communication skills, and an ability to develop and maintain relationships with key corporate partners and prospects.

SCOPE & DIMENSION

The Corporate Philanthropy and Partnership Officer is responsible for the strategy, management and implementation of all initiatives related to corporate portfolio. The Corporate Officer will prepare the annual plans to achieve goal, increase the numbers of corporate donors, sponsorships and partners.

- Manage The Ottawa Mission corporate giving program strategy to grow income from new and existing corporate relationships for annual, major gift and sponsorship initiatives, with a personal goal of \$650,000.
- Manage a portfolio of corporate major gift prospects and a small pool of individual donors through the donor cycle using principles of relationship-management.
- Act as an internal corporate giving expert and maintain up-to-date knowledge of market and industry trends in the Ottawa area.
- Meet or exceed corporate giving goals specific to revenue, prospect meetings, proposal development and solicitations, with a focus on \$5,000+ pipeline development and growth, in collaboration with the Philanthropy team.
- Develop, implement and manage the Annual Corporate Giving program for donors and prospects below \$5,000.
- Working in partnership with team members, secure sponsorships in support of fundraising activities for The Mission.
- Identify, create and secure mutually beneficial corporate giving program opportunities to advance the work and favorable profile of The Ottawa Mission.
- Develop and execute customized relationship, stewardship and engagement plans for corporate partners and prospects, including tailored packages, regular contact, updates and communications.
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- Build and maintain strong external relationships using telephone, face-to-face meetings, email, social media, direct mail, networking events and Mission cultivation events.
- Manage the design, production and dissemination of marketing materials, and tailored proposals.

OTHER REQUIREMENTS

Education

University Degree in a related field or the equivalent combination of education, training and experience

Experience

- A minimum of 3-5 years of extensive relationship building experience in a fundraising and/or marketing & sales environment with an emphasis on corporate development
 - A proven track record of pipeline/account management and closing gifts, obtaining sponsorships and developing new relationships
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Qualifications

- Demonstrated experience closing six-figure+ gifts from identification to stewardship.
- Outstanding written communication skills demonstrated success at persuasive writing.
- Ability to think strategically, work independently, and manage competing priorities in a high-volume and results-oriented environment.
- Outstanding relationship builder and networker both internally and externally.
- Ability to passionately articulate key messages and demonstrate an understanding of The Ottawa Mission.
- Be a positive influence throughout the organization, fostering a commitment to teamwork and building a climate of philanthropy, professionalism, openness and communication .
- Excellent organization, planning and time management skills and exacting attention to detail.
- Experience using Raiser's Edge CRM software an asset.
- Advanced level of proficiency in MS Office applications.
- Willingness to work occasional evenings and weekends.
- A commitment to the values and vision of The Ottawa Mission.
- Must have a valid driver's license with a clean abstract.
- Excellent interpersonal skills and ability to work well with others.
- Bilingualism (English/French) is considered an asset
- Self-motivated and ability to take initiative.

Working Conditions

- Must work to, sometimes strident, deadlines, manage and respond to competing priorities.
- Hybrid workplace, minimum 2–3 days in office.
- Travel may be required.
- Overtime as required.
- General Office Setting
- Intermittent physical activity including walking, standing, sitting and lifting.
- Interacts with employees and public at large

WHAT WE OFFER

The Ottawa Mission also provides many benefits and perquisites, including:

- 12 paid sick days per year
- 3 weeks' vacation to start
- Work/life balance
- Hybrid work model

GROUP BENEFITS, INCLUDING:

- Prescription
- Extended Medical
- Dental
- Health Spending Account

RETIREMENT BENEFITS:

RRSP → 4 % employer contribution with an additional 3% match

If Interested in Applying

**Please forward your cover letter and resume,
with “Corporate Officer” in the subject line,
to scorbin@ottawamission.com**

We thank all applicants for their interest in The Ottawa Mission, however, due to the volume of resumes we receive, only those selected for an interview will be contacted.

Accommodation is available, upon request, for all applicants with disabilities.

The Ottawa Mission is an equal opportunity employer.