

Senior Manager, Philanthropy

Reporting to the Executive Director, the Senior Manager, Philanthropy is accountable for growing and diversifying the OSEG Foundation's philanthropic revenue. This strategic, entrepreneurial leader develops a multi-year fundraising strategy, builds, and strengthens donor relationships, and identifies opportunities for sustainable revenue growth. Working closely with colleagues across the organization, they set targets, track performance, and strengthen the Foundation's long-term fundraising capacity and community impact.

This full-time, permanent role has an annual salary range of \$76,200 to \$95,200, with 100% employer-paid benefits. The final compensation will be determined based on the successful candidate's experience and qualifications. This is a replacement position and offers the flexibility to work on-site or in a hybrid work arrangement.

What you'll do:

1. Revenue Development

- Develop and execute an integrated annual and multi-year fundraising plan, with clear revenue targets, regular forecasting, and timely action to address performance gaps.
- Build a diversified base of support across individual, corporate and foundation giving, with a focus on donor acquisition, retention, renewal and upgrading.
- Build and actively manage a qualified prospect pipeline, using disciplined moves management and tailored strategies to advance priority relationships from identification through solicitation and increased investment.
- Identify, assess and test new fundraising opportunities, scaling the approaches with the strongest potential and strengthening the systems, tools and partnerships required for long-term growth.
- Collaborate with the Executive Director and colleagues to coordinate approaches, identify cross-channel opportunities and maximize total donor value.
- Cultivate relationships, develop compelling asks and directly solicit gifts that contribute to annual and long-term revenue goals.

2. Grant writing

- Develop and manage a high-potential grant pipeline, including prospect qualification, proposal development, submission, follow-up, reporting and renewal, to deliver against annual grant revenue targets.
- Partner with program staff to translate priority programs into fundable opportunities, compelling proposals, and multi-year cases for investment.
- Use timely impact reporting and purposeful stewardship to protect revenue, secure renewals, and position donors for increased or multi-year commitments.
- Research, assess and prioritize foundation and corporate prospects based on alignment, relationship strength, capacity, and revenue potential.

3. Donor Stewardship and Recognition

- Develop a donor stewardship and recognition strategy that builds confidence, demonstrates impact, and supports strong retention, renewal, and upgrade rates.
- Lead timely and personalized donor engagement that recognizes contributions, communicates the impact of philanthropic investments, and creates a clear path to continued support.
- 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

- Plan, write and evaluate segmented annual giving appeals designed to acquire, renew and upgrade donors and deliver measurable net revenue.
- Prepare persuasive grant applications, proposals, cases for support and solicitation materials tailored to donor interests and giving potential.
- Create cases for support, donor communications, monthly newsletters, cultivation journeys and campaign content that strengthen engagement and move audiences toward giving.

5. Data Management and reporting:

- Lead effective use of the fundraising database to maintain accurate donor and pipeline data, enable segmentation, track activity, and produce reliable revenue forecasts and performance reports.
- Work with the Finance Department on deposits, monthly/yearly reconciliations, receipt reports, and manage annual audit requests.
- Establish and report on key fundraising metrics—including revenue against target, pipeline value and movement, donor acquisition, retention, renewal, average gift, upgrade rate and campaign return—to improve performance and guide investment.
- Ensure adherence to all applicable regulations and ethical standards in fundraising practices.

What's needed:

- 5+ years of progressive fundraising experience with a demonstrated record of meeting or exceeding revenue targets and growing support through individual, corporate and/or foundation giving.
- Completion of Post-Secondary Degree or Diploma. A combination of relevant academic qualifications and experience may be accepted.
- Strong revenue orientation and sound judgement, with the ability to prioritize prospects, channels and activities based on alignment, effort, and potential return.

- Strong knowledge of fundraising best practices, donor lifecycle management, pipeline development, performance measurement and emerging 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 fundraiser who is comfortable owning targets, asking for gifts and adapting strategy to achieve results in a dynamic environment.
- Passion and commitment for OSEG Foundation's mandate.
- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals.
- Ability to move comfortably between long-term strategy and hands-on execution, bringing structure, momentum, and accountability to emerging opportunities.
- A growth mindset and demonstrated interest in building: eager to develop the role, strengthen organizational capacity and turn new ideas into scalable fundraising results.
- A strategic thinker who can connect the Foundation's mission, programs, and market opportunities to a focused, actionable revenue growth plan.
- Exceptional organizational skills and ability to handle multiple and competing deadlines.
- Experience using fundraising databases to manage portfolios and pipelines, segment audiences, forecast revenue and report on performance.
- Able to provide a clear Criminal Records Check.
- Access to a vehicle on a regular basis.
- Bilingualism in English & French is an asset.

Why the OSEG Foundation?

Founded in 2017 as the charitable arm of the Ottawa REDBLACKS and Ottawa 67's, the OSEG Foundation leverages the power of sport to help children and youth reach their fullest potential. The 50/50 raffle is held at each home-game for the REDBLACKS, 67's, Atlético, Blackjacks and other special events at TD Place. Revenue raised through charitable gaming and philanthropy is invested in positive youth development programs for children and youth facing barriers.

Located at Lansdowne Park, the Ottawa Sports and Entertainment Group (OSEG) / TD Place is the largest sports and entertainment company in the capital. We are proud owners of the Ottawa REDBLACKS, and Ottawa 67's. We are also home to Atlético Ottawa, Ottawa Blackjacks, and Ottawa Rapid FC, and live events at TD Place. OSEG / TD Place and its related Foundation were founded on the vision of its partners - to create year-round world-class guest experiences and give back to the Ottawa community.

OSEG / 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

an accommodation in order 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. OSEG / TD Place is committed to providing a safe and enjoyable experience for all employees and guests. We encourage you receive a full dose of the COVID-19 vaccination (subject to applicable exceptions).

We appreciate the time and effort it takes to apply and thank all applicants for their interest. Our selection process utilizes AI to compliment application screening. We'll reach out to candidates whose applications best match the role's requirements.

[To apply, please visit here](#)