

Manager of Philanthropy (3 Year Contract)

Department: Development and Fundraising

Position Type: Fixed Term Administrative

Salary Range: \$53.24 - \$66.56 Hourly

Scheduled Weekly Hours: 36.25

Length of Contract: 3 years

Posting Information

This job posting is now accepting applications from all qualified individuals using the [following link](#).

Posting Closing Date: September 1, 2026

Please note: jobs are posted until 11:59 pm on the job closing date.

Job Description:

Reporting to the Director of Philanthropy and as a member of the Advancement Management Team, the incumbent is responsible for developing and implementing a comprehensive, strategic, and integrated major gift program that incorporates the most effective fundraising strategies. The incumbent will work in collaboration with Advancement colleagues as well as academic leadership and non-academic units to execute fundraising strategies that support College priorities.

The incumbent will lead several multi-million-dollar fundraising campaigns around priority projects using campaign management best practices. The incumbent will work closely with College leadership to implement the campaigns by developing solid communications, recruiting and managing external volunteer champions, and implementing cultivation and solicitations activities. The incumbent will also, where appropriate, incorporate alumni and legacy giving strategies in collaboration with Advancement colleagues.

The incumbent is responsible to initiate, develop and strengthen relationships with a prospect pool of 125+ individuals, corporations, foundations, and other organizations. Developing a robust and diverse major gift pipeline is critical. With a focus on gifts of \$10,000+, the incumbent has direct revenue accountability to raise \$1-2 million annually and specific performance metrics based on activity targets. The incumbent ensures major gift donors are effectively cultivated and stewarded through meaningful communications, engagement opportunities, recognition, and reporting.

The incumbent is an outstanding strategist, leader, project manager, and team member who thrives in a collaborative and results-driven environment.

Required Qualifications:

- Minimum four (4) year Bachelor's Degree in Communications, Public Relations or Public Administration. *Equivalent combination of relevant education and work experience may be accepted in place of formal education.*
- Certified as, or pursuing, a Canadian Fund Raising Executive (CFRE) designation is considered an asset;
- Minimum seven (7) years experience in working as a front-line major gift fundraiser with a portfolio of 125+ prospects and donors;
- Experience developing and implementing a fundraising campaign of \$1 million +
- Experience mobilizing and inspiring volunteers of influence and affluence;
- Knowledge of all aspects of fundraising – regulation, methods of fundraising (direct marketing, major gift, planned giving, campaigns), volunteer management,
- Experience developing cases of support, proposals, and donor correspondence.
- Strong computer skills, including experience with MS Office software applications and demonstrated knowledge of Raiser's Edge preferred;
- Familiar and adherence to Imagine Canada ethics and Association of Fund Raising Professional Code of Ethics;
- Regular participation in conferences organized by the Canadian Council for the Advancement of Education (CCAEE), the Association of Fundraising Professionals, the Canadian Association of Gift Planner and/or the Estate Planning Council Membership is an asset.

*This vacancy is for P23323

*This position is paid at Payband 11

This position is eligible for hybrid work (minimum 2 days on site) in conjunction with the College's Flexible Work Arrangement

Policy. <https://www.algonquincollege.com/policies/hr26/> (subject to change).