



the *Stephen Lewis*
FOUNDATION

Turning the Tide of HIV & AIDS in Africa
stephenlewisfoundation.org

Job Posting

Development Officer, Philanthropic Partnerships

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the AIDS pandemic. The work unfolding in these communities is ground-breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations which are turning the tide of the HIV and AIDS pandemic in sub-Saharan Africa by providing care and support to women, children, grandmothers, LGBTIQ communities, and people living with HIV and AIDS. Since 2003, the SLF has funded over 1800 initiatives, partnering with more than 325 community-based organizations.

Salary: \$63,707 - \$67,639

This is a full-time position and is based at our downtown Toronto office. Given COVID-19, all SLF staff are temporarily working remotely until further notice.

Job Summary

Reporting to the Deputy Director, Philanthropic Partnerships, the **Development Officer, Philanthropic Partnerships** is responsible for contributing to the identification, cultivation, acquisition and stewardship of corporate and individual donors for the growth and sustainability of Peer to Peer fundraising including the Partners in Pride and Give a Day Campaigns.

In collaboration with the Senior Development Officer, Foundations, and the Programs and Communications teams, the Development Officer, Philanthropic Partnerships will create the appropriate pitch documents, solicitation toolkits and stewardship reports to deepen and retain prospect/partner engagement related to this portfolio.

Job Duties and Responsibilities

- In collaboration with the Deputy Director, Philanthropic Partnerships, execute on a robust corporate fundraising strategy targeting peer to peer and employee giving prospects to maximize revenue and secure multi year support for SLF



Turning the Tide of HIV & AIDS in Africa
stephenlewisfoundation.org

- Deliver on the benefits identified in corporate partnership agreements and renegotiate any relevant adaptations to the same
- Manage a portfolio of 100 - 120 prospects at various stages of the donor management cycle including Identification, cultivation, solicitation and stewardship to ensure a strong pipeline is in place for campaigns, and create prospect profiles with related strategy for each prospect
- Work with the Development Officer, Stewardship and Donor Relations, to ensure that donors and prospects are receiving adequate and appropriate stewardship communications, invitations and reports and update moves and actions to reflect the most current relationship and gift status
- Manage the execution of multichannel campaigns through social media, email and direct mail channels to engage new donors and supporters and increase awareness of SLF's work and Peer to Peer fundraising opportunities and campaigns.
- Develop a solicitation toolkit for the Peer to Peer portfolio and Community Campaigns including written materials such as mini cases for support, proposals, sponsorship decks, and scripts, employee engagement activities
- With the support of the Director of Development, and Deputy Director, Philanthropic Partnerships, manage an Advisory Committee to support the work of the Partners in Pride Campaign
- Support the development and roll out an annual Peer to Peer fundraising plan for the Partners in Pride campaign that is reflective of brand recognition, community engagement and revenue generation activities to raise \$1 Million per year across the campaign.
- Identify prospects for the growth of the Give a Day program, including campaign champions, sector growth/penetration strategies, case for support and Event in a BOX toolkit to generate \$325,000 in annual revenue

Qualifications

- Minimum 2 years fundraising experience including corporate sponsorship and grant writing
- Ability to work in a dynamic, fast-paced environment with a high level of efficiency and attention to detail
- Experience using Raiser's Edge
- Strong written and verbal communication skills
- Ability to successfully develop and cultivate relationships with a wide variety of constituents
- Proven track record working collaboratively with volunteers to achieve mission and revenue goals
- Personal commitment to the values of feminism, anti-racism, anti-colonialism, social justice, solidarity, and gender equality



Turning the Tide of HIV & AIDS in Africa
stephenlewisfoundation.org

Those wishing to apply please send your resume and cover letter to careers@stephenlewisfoundation.org. Please indicate "Development Officer, Philanthropic Partnerships" in the email subject line.

The closing date for this position is **December 3, 2021 at midnight.**

Please do not call or email the Foundation about this posting. Only those selected for an interview will be contacted. **Due to COVID-19, the recruitment process will be conducted virtually via Zoom meetings.**

The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, and LGBTQ2S+ persons.

The Stephen Lewis Foundation is an equal opportunity employer.

Thank you for your interest.