



*Championing health and human rights with community-led partners to respond to the HIV epidemic in sub-Saharan Africa.*

[www.stephenlewisfoundation.org](http://www.stephenlewisfoundation.org)

## SENIOR DEVELOPMENT OFFICER, FOUNDATION GIVING

STATUS: Full-Time, Parental Leave Contract (1 Year)

SALARY: \$81,576

LOCATION: Toronto, ON

APPLICATION DEADLINE: September 12, 2023

### WHO WE ARE

For 20 years, the Stephen Lewis Foundation has challenged traditional power structures in international development and philanthropy by shifting resources into the hands of local communities impacted by the HIV pandemic in sub-Saharan Africa.

Committed to community-led solutions, we provide funding and allyship to local organizations who are restoring hope, reclaiming human rights, fighting injustice, and saving lives.

### WHAT YOU WILL DO

Reporting to the Director of Development, the Senior Development Officer, Foundation Giving is responsible for overseeing the achievement of Stephen Lewis Foundation's foundation and union partnerships revenue targets and overall grants strategy. The Senior Development Officer, Foundation Giving will personally identify, cultivate, solicit, and steward donors and prospects to grow and strengthen the Foundations and Union portfolio while also directing prospect research activities to support the broader departmental priorities. The Stephen Lewis Foundation works within a framework that bolsters the decolonizing of international philanthropy. The Senior Development Officer is responsible for creating proposals, reports and communications that reflect a partner-centred approach. In collaboration with the Programs team, they will develop and implement processes to achieve efficiencies in story gathering, pipeline management and donor cultivation.

- ✓ Engage in strategic planning activities in collaboration with Director of Development, to identify and implement fundraising goals and objectives related to Foundations and Union partnerships
- ✓ Serve as key departmental specialist for grant opportunities; manage SLF's grant application process from start to finish.
- ✓ Manage the research and identification of foundation and government grant opportunities that align with SLF's partnership and philanthropic objectives.

- ✓ Manage a core list of 50 - 75 prospective donors for cultivation, solicitation, and stewardship, and pursue leads with identified foundations
- ✓ Lead the foundation pipeline management and reporting process
- ✓ Lead the creation of donor/grant proposals, in collaboration with the Director of Development, Programs and Partnerships staff, and Finance; work in close collaboration with Director of Finance and Operations, and relevant Programs staff to prepare external budgets, work plans, and deliverables for grant applications and proposals
- ✓ Monitor and execute grant administration: oversee timelines, deliverables, reporting and recognition requirements, and liaise with other internal departments to meet requirements
- ✓ Participate in ongoing administration activities and positive communication with SLF's funders including Union Partners as needed
- ✓ Lead the development of SLF's "grants and proposals toolkit," including proposal templates, proposal and application content, and application materials (budgets, work plans, measurable outcomes), to streamline the process for generating proposal packages
- ✓ Oversee Prospect Research in conjunction with other development team members to conduct research activities for the department, including building out the prospect pipeline, generating detailed prospect profiles, and ongoing maintenance of donor records
- ✓ Work closely with the Donor Care team to ensure all donor records in the CRM database have up to date information, are properly coded and allocated
- ✓ Develop and manage foundation giving revenue and expense budget
- ✓ Perform other related duties as required or assigned to support the overall goals of the organization

## WHAT WE LOOK FOR

- ✓ 5+ years experience in grant /proposal writing in the non-profit sector
- ✓ 2- 3 years experience managing complex fundraising projects from start to finish
- ✓ Storyteller: you are a strong communicator (both written and verbal); you understand the difference between communicating specifically for donor engagement vs. mission marketing (and are comfortable working in each area).
- ✓ Demonstrated knowledge of Foundation funding and grant fulfillment requirements including impact reporting, donor updates and stewardship activities
- ✓ Proactive and self-directed with the ability to multitask and prioritize to ensure deliverables and deadlines are met or exceeded
- ✓ Strong competency with at least 2 years experience working in donor management data base such as RE NXT, and high level of and self sufficiency with MS Office Suite
- ✓ Highly organized and methodical with attention to detail and accuracy
- ✓ Proven ability to work collaboratively across departments and with partners
- ✓ Strong understanding and commitment to diversity, equity, inclusion and access rooted in an anticolonial, antiracist and feminist framework

## WHAT WE OFFER

- ✓ 4 weeks vacation, sick and personal days
- ✓ Comprehensive benefits package (health, dental, vision)
- ✓ Competitive wages; The SLF is certified by the [Ontario Living Wage Network](#)
- ✓ Hybrid remote work schedule and flexible hours to promote employee wellbeing
- ✓ Top-up for maternity/parental leave and sick leave

## HOW TO APPLY

Submit your **résumé and cover letter** to [careers@stephenlewisfoundation.org](mailto:careers@stephenlewisfoundation.org), indicating “Senior Development Officer, Foundation Giving” in the email subject line. While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Stephen Lewis Foundation requires all new hires to be fully vaccinated against COVID-19. Applicants who receive an employment offer will be required to provide proof of vaccination as a condition of employment or have a valid medical or other Human Rights Code-related exemption.

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 peoples, persons with disabilities, LGBTQ2S+ persons and people with lived experience of HIV and AIDS.

*The Stephen Lewis Foundation is an equal opportunity employer.*