

MANAGER, PHILANTHROPIC PARTNERSHIPS

STATUS: Full-Time, Permanent

SALARY: \$81,552

LOCATION: Remote within Canada or Toronto, ON (Flexible Hybrid)

APPLICATION DEADLINE: September 9, 2026

ABOUT US

For over 20 years, the **Stephen Lewis Foundation (SLF)** has been a trailblazer in international development and philanthropy, challenging traditional power structures by shifting resources into the hands of local communities impacted by HIV in Africa.

We work to address the inequities that perpetuate the HIV epidemic in Africa by providing funding and allyship to community-led organizations. These local experts, advocates and activists are championing health and human rights every day. Join us in amplifying their impact.

ABOUT THE ROLE

The Manager, Philanthropic Partnerships is responsible for identifying, cultivating, soliciting, and stewarding major gift donors and prospects capable of giving gifts of \$10,000 and above. This role manages a dynamic portfolio of donors and prospects and plays a key role in advancing the organization's fundraising strategy through data-driven prospect identification and cultivation through relationship-based fundraising and stewardship.

The ideal candidate has 5 years of experience in donor research, prospect management and direct major donor engagement, with demonstrated success in building relationships and closing gifts at the 5 and 6 figure level.

WHAT YOU WILL DO

Portfolio Management & Fundraising

- Manage a portfolio of approximately 75-100 major gift prospects and donors.
- Develop and execute individualized cultivation and solicitation strategies.
- Solicit and close major gifts aligned with annual revenue goals.
- Prepare proposals, briefing materials, and stewardship reports.
- Maintain a high level of donor engagement through regular cultivation, solicitation, and stewardship activities to achieve annual revenue and portfolio growth targets.
- Track moves management activity and next steps in Raiser's Edge NXT CRM.

Prospect Research & Data Analysis

- Conduct prospect research using internal and external data sources.
- Analyze internal donor data and external wealth screening data to identify upgrade opportunities and high-capacity prospects.
- Utilize capacity and likelihood scoring to prioritize outreach.
- Collaborate with Development team leadership on portfolio strategy and pipeline health.

Relationship Building

- Build long-term, trust-based relationships with a portfolio of donors and prospects.
- Partner with executive leadership and board members on strategic introductions.
- Support logistics for donor engagement events, small cultivation gatherings or 1:1 visits.
- Ensure timely, personalized stewardship and subsequent impact reporting following major gifts

Collaboration & Strategy

- Participate in regular portfolio review meetings.
- Contribute to annual fundraising planning and revenue forecasting.
- Work cross-functionally with the Donor Care team, Senior Database Manager and Manager, Stewardship to ensure efficiency and efficacy in donor and gift data entry and best practice donor acknowledgement and stewardship.
- Collaborate with the Communications team to ensure all donor facing material aligns to the SLF identity and brand guidelines.
- Partner with the Programs team to align donor interests with funding opportunities.
- Assist in preparing board materials related to major gifts.

WHAT YOU BRING

- Post-secondary education in fundraising, marketing, communications or related field.
- 3-5 years of experience in fundraising, donor research, or major gift management and stewardship.
- Demonstrated experience cultivating and soliciting five to six-figure gifts.
- Proven relationship-building and stakeholder engagement skills, with the ability to establish and maintain collaborative partnerships with donors and colleagues
- Experience using CRM systems (Raiser's Edge preferred) and email marketing systems (Mailchimp preferred).
- Strong research and analytical skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple donor strategies simultaneously.
- High level of professionalism, discretion, and emotional intelligence.
- Personal commitment to feminism, anti-racism, anti-colonialism, social justice, solidarity, gender equality, and collaboration

WHY WORK WITH US?

At the SLF, we value and invest in our team. Here's what we offer:

- **Time off:** 4 weeks of vacation plus sick and personal days; extra days off in December, as well as extra long weekends in summer
- **Comprehensive benefits:** Health, dental, vision, life insurance, employee assistance program
- **Flexibility:** Hybrid remote work options and flexible hours
- **Parental and sick leave:** Top-up for maternity/parental leave and sick leave
- **Competitive wages:** Certified by the Ontario Living Wage Network

HOW TO APPLY

Submit your **cover letter** and **résumé** to careers@stephenlewisfoundation.org. Please include "Manager, Philanthropic Partnerships" in the subject line.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

ADDITIONAL INFORMATION

This is a new position. We do not use artificial intelligence in our hiring process.

Applicants must be legally entitled to work in Canada and be fully vaccinated against COVID-19, subject to valid exemptions.

OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- People with lived experience of HIV
- Racialized persons/persons of colour
- 2SLGBTIQ+ individuals
- Indigenous peoples
- Persons with disabilities
- Women