



## **MANAGER, STRATEGIC PARTNERSHIPS AND GRANTS**

1 Full Time Permanent Position  
INTERNAL/EXTERNAL POSTING

**DATE:** August 17<sup>th</sup>, 2022

**LOCATION:** Downtown Toronto, ON – Development & Communications.

**COMPENSATION:** \$75,225- \$100,339 (Annually)

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving approximately 13,000 annually and providing 1,788 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind.

LOFT stands for Leap of Faith Together. Our employees have an opportunity to take calculated risks and lead the way in the creation, implementation and evaluation of system wide solutions. We work hard. We care passionately. We celebrate. Our staff are the key to our success. LOFT is recognized as a Nonprofit Employer of Choice™ Award (NEOC) recipient and we believe that our LOFTy culture is at the core of everything we do.

To help fulfill its mission, LOFT is hiring a **Manager, Strategic Partnerships and Grants**.

### **JOB SUMMARY:**

To cultivate and drive revenue from various sources including foundations and corporations. In strategic partnership with the Senior Director, Development and Communications, cultivate and manage a portfolio of relationships with corporate and organizational foundations that meet annual fundraising and campaign goals. Working closely with relevant stakeholders, this role is responsible for leading the research, preparation, submission, and management of grant proposals/reports that support LOFT's goals and meet funder guidelines, internal review deadlines and criteria:

**\*Note:** All LOFT employees are required to be fully COVID-19 vaccinated as a condition of hire in accordance with LOFT's Vaccination Policy. A satisfactory vulnerable sector check (VSC) is also required.\*

## **WHAT YOU WILL DO:**

1. Proposal Development and Management
  - a. Develop and manage the grant development and submission process, including the monitoring of applications after submission
  - b. Prepare and organize all supporting materials including budget, outcome measurements and success stories, collaborating with Senior Directors, Program Directors, and Development & Communications team
  - c. Work collaboratively with stakeholders to ensure that the initiatives funded are in compliant with funding agreements and relevant charity law governance
  - d. Working with the Writer, Grants/Foundations to develop proposals/letters of intent that are emotive and compelling
  - e. Manage funder reporting schedules and requirements to ensure timely submission
  - f. Ensure the master calendar of grants and prospects is accurately maintained
  - g. Manage and track progress toward funding outcomes and goals to Senior Director on a monthly basis
  
2. Fund Development and Relationship Management
  - a. Research and identify new corporate and foundation prospects whose philanthropic interests and strategies align with LOFT
  - b. Manage the acknowledgement, recognition and stewardship process for each grant/donation, including but not limited to thank you letters, progress and impact reports
  - c. Collaborate with Development & Communications team members to ensure a positive and enriching team volunteer/fundraising experiences of key strategic partnerships
  - d. Collaborate in the development of presentations for prospects
  
3. Case(s) for Support

In partnership with Senior Director, Development & Communications, research and develop cases for support that align with LOFT strategic plan.
  
4. Leadership
  - a. Provide leadership, development to direct report(s) maximizing productivity and employee satisfaction
  - b. Ensure staff development and performance goals are met.
  - c. Develop effective relationships with programs and administrative colleagues as a representative of the Development & Communications team
  
5. Budget
  - a. Accountable for revenue and expense budget management of the grants/corporate giving portfolio

- b. Prepare regular reports on revenue progress, expense budgets and monitor to ensure fundraising efficacy key performance indicator is met. Recommend changes as necessary
6. **Analysis**  
Provide a post-mortem quantitative and qualitative analysis for funding proposals in a timely manner. Summarize key learnings and provide recommendations within established timelines.
7. Other duties as assigned to support the success of the Development & Communications team.

### **WHAT YOU WILL BRING:**

- A minimum of 8 years related working experience in a similar capacity with a minimum 2 years management/leadership experience.
- A passion for the mission of LOFT Community Services.
- Demonstrated success in securing major gift (five figure plus) grants/corporate gifts.
- Excellent work ethic, proactive and a creative thinker with an action-oriented mindset.
- Post-secondary diploma/degree in fundraising, business, journalism or communications or related discipline.
- Excellent written and verbal communications skills.
- Experience in developing strong cases for support.
- Ability to work under pressure and meet multiple deadlines.
- Ability to take initiative.
- Excellent organization skills and strong attention to detail.
- Experience working with The Raiser's Edge or RE NXT.
- Proven ability to work both independently and as part of a team.
- Valid drivers' license and access to own vehicle is required; must meet the requirements of LOFT Community Services – Personal Vehicle Usage Policy.
- Understanding of cultural competency and anti-oppression framework.
- Reflective of a multi-barriered group, as serviced by the program, a strong asset.

**TO APPLY:** Send resume with cover letter to Human Resources, **Email:** [hr@loftcs.org](mailto:hr@loftcs.org)

*LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. Applications are encouraged which indicate diversity in culture, race, sexual orientation, gender identity and experience that reflects the clients we serve.*

*LOFT Community Services is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting [humanresources@loftcs.org](mailto:humanresources@loftcs.org) or (416) 979-1994. We welcome and encourage*

*people from equity-deserving communities and intersecting identities to apply for this position.*

**PLEASE INCLUDE: "Manager, SP&G" IN THE SUBJECT LINE OF ANY EMAILS.**

**CLOSING DATE:** Until filled