

**Fund Development (Sales) Manager**  
**Full-time**

Starlight Children's Foundation® Canada has been dedicated to brightening the lives of seriously ill children and their families for over 30 years. Focusing on the family as a whole, our mission is to bring joy, laughter, relief and a whole lot of smiles. Our large variety of in-hospital and outpatient programs help bring back some strength, hope and lost childhood by being that reliable and shining star in a dark and stormy sky.

<b>Job Title</b>	Fund Development (Sales) Manager
<b>Reports To</b>	Executive Director, Ontario Office
<b>Location</b>	Toronto, Ontario

**Job Purpose**

Reporting to the Executive Director, Ontario office, this position is responsible for significantly increasing fundraising revenue and strengthening new and existing donor relationships. This is an exciting opportunity for career development for a motivated, results-oriented, self-starter that is interested in driving change and thinking outside the box. As the ideal candidate, he/she will bring a proven track record of sales experience, a passion for Starlight's mission and commitment to being a strong contributor to our team.

**Major Duties/Responsibilities**

- Create and execute a strategy to acquire new corporate partners and sponsors
- Research and prepare grant proposals and submissions to corporations, foundations and private granting agencies
- Develop warm and cold leads and document progress in our Moves Management System
- Provide monthly reports which measure progress towards achieving the plan
- In partnership with the Executive Director, Ontario office build and grow meaningful and effective relationships with corporate partners and sponsors by providing outstanding customer service
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and identify items that would benefit Starlight
- Represent Starlight at community based fundraising events/cheque presentations as required
- Manage all deadlines, including application dates and stewardship reports
- Undertake special projects and other related duties consistent with department objectives as assigned by the Executive Director, Ontario office

### Requirements/Qualifications

- Minimum 5+ years of corporate fund development experience or sales experience in another field
- Proven track record of prospecting and obtaining Major Gifts, Cause Related Marketing Partnerships and Point-Of-Sale Campaigns or other sales accomplishments
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude
- Must be extremely well organized, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines
- Must be a self-starter with an entrepreneurial attitude, capable of working within a dynamic, multi-faceted team environment
- High level of ownership, accountability and initiative
- Proficient computer skills and the ability to work with Microsoft Office software including Word and Excel
- Raiser's Edge or other database experience is an asset
- Confident public speaking and able to express ideas verbally and in writing
- Valid driver's license and access to a vehicle
- Successful completion of criminal and voluntary sector background check

### More information

Please note at the present time, this position is work from home based. This may change at any time. This role may require brief contact with children and families and requires a Police Reference Check.

This is not an entry-level position, so while we welcome new graduates in other job opportunities and for internships or co-op placements, this position is not suitable for recent grads. **No agency calls please.**

### Applicants

Interested applicants are invited to submit a cover letter and resume via email to Trevor Dicaire, referencing Fund Development Manager.

Email: [trevor.dicaire@starlightcanada.org](mailto:trevor.dicaire@starlightcanada.org)

Starlight will accommodate the needs of people with disabilities in our hiring process.

Salary commensurate with experience.

*We thank all candidates that apply but only qualified candidates will be contacted for an interview.*