



**Position:** **Manager, Corporate and Foundation Partnerships**  
Immediate Supervisor: Director of Philanthropy  
Location: Toronto, Ontario  
Start date: June 2017

Since 1969, Outward Bound Canada has made it our mission to cultivate resilience, leadership, connections and compassion, through inspiring and challenging journeys of self-discovery in the natural world. A not-for-profit, charitable, educational organization, Outward Bound Canada has challenged over 150,000 Canadians to step out of their comfort zone with our unique outdoor adventures. We pride ourselves on offering transformational journeys that encourage participants to push beyond their limits and discover their true potential.

## **ABOUT THE POSITION**

This is an exciting opportunity to join a dynamic, innovative and ever-growing national organization in the not-for-profit sector. This position will focus on expanding and increasing the impact of our corporate and foundation partnerships program. Reporting to the Director of Philanthropy and working closely with the Executive Director and Cabinet, the Manager, Corporate & Foundations Partnerships will focus to secure major support from corporations and foundations, lead the execution of partnership and grant agreements, and take an active role in collaborating with a variety of internal and external stakeholders to support all fundraising efforts to further the mission of Outward Bound Canada across the country.

The growth of corporate major giving partnerships are a priority for the organization and we are seeking a charismatic, relationship-building individual who is interested in the opportunity to grow with the role. This position will be responsible for developing a corporate/foundation partnership strategy in-line with the organization's strategic plan, and managing a portfolio of corporate and foundation donors/prospects, partnership relationship cultivation, solicitation, stewardship, communication activities, donor database support (Salesforce) and other team activities (i.e. corporate event sponsorships).

## **DUTIES AND RESPONSIBILITIES**

- Within the framework of a nationwide philanthropy strategy, design, implement and manage a comprehensive, proactive annual plan focused on expanding and enhancing corporate and foundation relationships. Provide input on status to fiscal year budget and projections.
- Manage a portfolio of 125-200 prospects and partners/donors with, on average, one third of each in cultivation, solicitation, and stewardship at any given time.
- Develop and execute strategic plans for corporate partner and foundation approaches and solicitations.
- Meet with 100-150 corporate prospects and partners/donors face-to-face annually to facilitate decisions resulting in new, renewed, and enhanced partnerships or gifts.
- Work with key volunteers including the Directors, Cabinet and Governors' Council on fundraising efforts.
- Identify and attract new fundraising volunteers to assist with meeting OBC revenue goals and manage volunteers based on industry best practice.
- Develop sponsorship packages, corporate partnership collateral and marketing materials.



- Develop and write highly competitive proposals for foundation prospects and leverage diverse foundation goals and preferences in conjunction with OBC's goals.
- Design and implement appropriate solicitation strategies including the development of briefing materials, proposals, presentations, call notes and donor recognition.
- Maintain a high quality stewardship process for corporate and foundation partners. Ensure that stewardship and reporting requirements are met and executed to sustain successful partnerships by maintaining detailed records of solicitation activities and captured in the organization's database.
- Work in collaboration with the team and senior management to develop annual work plans and budgets to ensure that the organization meets its annual targets.
- Work in collaboration with the communications and marketing team to ensure alignment of all messaging for promotion of cause-related marketing campaigns and sponsorships.
- Contribute to the strategic direction of the department and advise on and contribute to continuous improvements related to industry best practices.

## **SKILLS AND EXPERIENCE DESIRED**

- University education.
- Minimum of five years of fundraising experience, preferably in corporate partnerships, grant writing, major gifts, or equivalent experience.
- Proven exceptional donor/partner relations experience and solid understanding of best practices in donor/partner cultivation, closing, acknowledgement, recognition and stewardship.
- Experience in executing integrated cause-marketing initiatives (i.e., brand partnerships and promotions, in-store, digital and social media driven programs).
- Excellent computer skills using Microsoft Office Suite, including PowerPoint; and experience with a CRM database.
- Possess exemplary communication skills – written, oral and presentation including well-developed networking ability.
- Exceptional interpersonal skills and the ability to inspire confidence and trust in corporate stakeholders and cooperation among staff and colleagues.
- Ability to work independently, communicate at all levels with confidence and exercise sound judgment, tact and confidentiality in relation to donors and the general public.
- Proven ability to develop annual plans, set priorities, use planning and analytical skills, complete work with minimal supervision and meet deadlines.
- Ability to work in a fast-paced environment and to multi-task.
- Personal values consistent with those of Outward Bound Canada.

## **READY TO APPLY?**

Please send cover letter and CV to [employ@outwardbound.ca](mailto:employ@outwardbound.ca)

Application deadline: April 19, 2017, 5:00 pm EST

Outward Bound Canada is an equal opportunity employer. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. No phone calls please.