



## **MANAGER, FUNDRAISING & PARTNERSHIPS THE BENTWAY CONSERVANCY**

**Position Type:** Full-time permanent  
**Location:** 55 Fort York Blvd, Toronto ON (hybrid work environment)  
**Start Date:** By end of September, 2021 (negotiable)  
**Deadline to apply:** **August 30, 2021**

### **POSITION SUMMARY**

Reporting to the Co-Executive Director, the Manager role will lead the development and execution of The Bentway's fundraising efforts including partnerships with corporate brands, governments, and philanthropic supporters.

This role will work standard business hours, with occasional evenings and weekends required to support Bentway events/programming. Pending COVID-related public health guidelines, this role will be required to split their time between The Bentway's office (55 Fort York Blvd) and work-from-home (a laptop will be provided).

### **ABOUT THE BENTWAY**

Deeply rooted in Toronto's urban fabric, The Bentway is an organization of city animators who use a new public space located under the Gardiner Expressway to test and demonstrate new ideas in public art, performance, public infrastructure, and civic engagement. We are a non-profit charity that works closely with the City of Toronto, artists & creatives, and local communities to bring our programming to life.

The Bentway re-imagines how we build, experience, activate, and value public space together.

*Of the city; about the city; for the city.*

### **RESPONSIBILITIES**

#### *Corporate*

- Support outreach to corporate brands and agencies, including cold-calling and "discovery" meetings with prospects
- Develop creative and tailored "pitch" materials for prospective corporate partners
- Liaise with internal teams to track and analyze key stats and performance data related to Bentway programs and partnerships
- Provide onsite support for sponsored activations (eg. load-in/out, supervision, etc.)
- Track and execute supporter recognition and benefits, liaising with internal teams and third parties to ensure that commitments are met



#### *Government*

- Lead the writing and submission of funding proposals, grant applications, and final reports
- Identify new revenue opportunities and develop briefings on grant announcements, philanthropic insights, corporate brand strategies, etc.

#### *Philanthropic*

- Manage a pipeline of major gift prospects and current donors, including prospect identification and research
- Support the development of a new broad-based campaign to reach new segments of Bentway donors
- Develop and execute a calendar of cultivation/stewardship events as well as other personalized hosting and storytelling opportunities for donor and prospect engagement

#### *Other*

- Help shape and inform plans for planning, strategy, and promotions
- Prepare briefings and presentation materials for key internal stakeholders including The Bentway's Board of Directors, Committees, and Advisory Groups
- Support the Co-E.D.'s in leading a Fundraising Advisory Group of senior volunteers
- Oversee departmental and project-based finances, including completing quarterly forecasts, developing and evaluating project budgets, and managing invoices & purchase orders
- Support the implementation and ongoing administration of a constituent database (Neon CRM)
- Supervise 1 to 2 junior staff members on the Fundraising & Partnerships team
- Other duties as assigned

### **QUALIFICATIONS**

- Relevant educational and/or work experience in the areas of corporate partnerships, grant writing, fundraising, non-profit management, and/or arts administration
- Experience preparing grants, funding proposals, or "pitch" materials is considered a strong asset
- Excellent communication skills, both written & oral, including a strong phone manner
- High proficiency in a range of computer and web-based tools and applications including Microsoft Office Suite (Word, Excel, PowerPoint), Adobe, Email, calendars & scheduling software, virtual meeting software, etc.
- Experience using a donor database or CRM is considered a strong asset
- Strong research skills and an ability make connections between pieces of information



- Highly organized, efficient, detail-oriented, punctual, and capable of multitasking in a fast-pace environment
- Basic knowledge of finance-related procedures, including invoicing, purchase orders, project budgets, etc.
- Enthusiastic self-starter with a passion for cities, public space, and/or the arts, as well as a desire to work in the non-profit sector

The Bentway is committed to fostering a positive and supportive environment that promotes equity and diversity. We invite applications from Indigenous and racialized people, people with disabilities, and people from 2SLGBTQ+ communities.

### **COMPENSATION**

Between \$55,000 and \$65,000 per year

### **APPLICATION PROCESS**

**Deadline for applications:** August 30, 2021

#### **Application Package Components**

- Resume (PDF format; no more than three pages)
- Letter Of Intent (PDF format; no more than two pages), addressing the following prompts:
  1. How would you approach your work at The Bentway, and what has informed that approach?
  2. Tell us about your experience and interest in supporting The Bentway's storytelling, fundraising, and/or relationship management. What do you bring to the table?
  3. What excites you about The Bentway's work/mission?

Please send **your Resume and Letter Of Intent** to [careers@thebentway.ca](mailto:careers@thebentway.ca) with the subject "Manager, Fundraising & Partnerships – [YOUR NAME]." No late or incomplete applications will be accepted.

*No phone calls please. We thank all applicants for their interest, but only those selected for an interview will be contacted.*