

Job Posting

#25.138 Philanthropy Manager

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

The Philanthropy Manager plays a pivotal leadership role within Our Place Society's Philanthropy Department, reporting to the Director of Philanthropy. This position is responsible for leading the donor engagement team to deepen donor relationships, grow revenue, and enhance donor experiences across all engagement channels.

This role combines strategy, relationship management, and hands-on execution. The Manager oversees all aspects of donor solicitation and stewardship for individual donors under \$15,000, including mid-level, monthly, and event donors. They also lead the planning and delivery of donor and community fundraising events, ensuring alignment with organizational.

The Philanthropy Manager will also represent Our Place in the community—speaking at events, networking with local businesses and community groups, and strengthening relationships that build awareness, trust, and support for our mission.

Duties and Responsibilities:

Leadership & Team Management

- Provide leadership, mentorship, and guidance to the Events Coordinator, Stewardship Coordinator, and Mid-Level Giving Advisor.
- Set annual fundraising and stewardship goals in alignment with departmental and organizational priorities.
- Oversee performance tracking, professional development, and collaboration across team roles.

- Direct oversight of recruitment for the philanthropy department, alongside the Director and Human Resources, including hiring, and interviewing.
- Working with the Director and HR department to manage confidential staff information.
- Complete monthly supervisions with assigned staff.
- Complete and submit performance reviews for approval of probationary periods.
- Managing employee misconduct, handling discipline and investigation meetings in collaboration with the HR department and terminations as required.
- Take a primary role in training of staff as required.
- Foster a culture of creativity, accountability, and donor-centered excellence.

Donor Solicitation & Relationship Management

- Manage a personal portfolio of individual donors giving up to \$15,000 annually, developing and executing tailored solicitation strategies focused on renewal, upgrades, and long-term retention.
- Hold and achieve defined annual revenue and activity targets for this portfolio, demonstrating proactive outreach, stewardship, and relationship-building.
- Provide strategic oversight and support for the donor engagement team's collective portfolios, ensuring alignment with overall departmental fundraising goals and consistent moves management practices.
- Collaborate with the Director of Philanthropy and the communications team to design and implement integrated annual fundraising strategies across direct mail, digital campaigns, and donor events.

Events & Donor Engagement

- Provide leadership, mentorship, and oversight in the planning and execution of fundraising and stewardship events, including donor tours, recognition events, Coldest Night of the Year, and community fundraisers.
- Ensure events align with OPS's brand and fundraising goals while providing exceptional donor experiences.
- Represent Our Place at community events, business gatherings, and networking functions to build awareness, engage new supporters, and steward existing relationships.
- Serve as a spokesperson at select public events and donor functions, sharing impact stories and program updates.

Data, Analysis & Reporting

- Ensure timely and accurate recording of donor interactions, event participation, and solicitations in the CRM.



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- Prepare regular progress reports and contribute to the department's annual work plan and budget forecasting.

Qualifications:

Education and Experience:

- Minimum of 5–7 years of experience in non-profit fundraising, with demonstrated success in donor engagement, stewardship, and event management.
- At least 3 years of leadership or supervisory experience, preferably in a unionized environment.
- Proven track record in soliciting and closing individual gifts and managing donor pipelines.
- Experience with CRM systems (Keela, Raiser's Edge, or similar).
- Post-secondary education in fundraising, communications, business, or a related discipline; CFRE or related certification an asset.

Skills and Abilities:

- Strong leadership and team-building skills, with the ability to inspire and motivate others.
- Exceptional communication and relationship management skills with donors, volunteers, and community stakeholders.
- Comfortable with public speaking and representing the organization in diverse community settings.
- Strategic thinker with excellent planning, organizational, and project management abilities.
- Skilled in crafting compelling donor communications and proposals.
- Detail-oriented, analytical, and comfortable working with data to drive decisions.
- Collaborative, adaptable, and energized by a mission-driven environment.
- High level of discretion and respect for confidentiality.

Working Conditions

Shifts: Full time – Monday to Friday with rare evening and weekend work as required.

Compensation: \$80,000 to \$100,000 annually.

Benefits: Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position is non-union.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience to careers@ourplacesociety.com or to Our Place Society, Attention Ryan



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Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote "File #25.138 – **Philanthropy Manager**" in the subject line. This position is open until filled.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.