



Philanthropic Services Manager

Location: TBD (Remote Hybrid with in-person meeting in Victoria)

Employment Type: Permanent, Full-time

Hours of work: 40 hours per week

Posting Close Date: May 30, 2025

About Power to Give Foundation

We are a boutique venture philanthropy foundation on a mission to help philanthropic Canadian families give better together. Our giving focuses on health and wellness, youth education, and environmental sustainability in rural and remote communities. Our team is based in Victoria and Calgary and supports 42 social impact charities on behalf of our philanthropic clients. Our vision is a supercharged network of Canadian families, entrepreneurs, and social purpose charities working together to dream big and be the best they can be.

About the Role

Reporting to the CEO, the Philanthropic Services Manager will lead the activation and retention of our current philanthropic clients and support our vital work of helping Canadian families give better together. This leadership role is responsible for developing and executing a comprehensive stewardship strategy that supports our mission, vision and growth.

The Philanthropic Services Manager will also work closely with the CEO on client acquisition and collaborate with other team members to curate charity matching opportunities, peer-to-peer gatherings and other opportunities for our clients. This role will provide input into business development opportunities that excite our clients and will serve as a key ambassador for the organization, articulating its impact to a wide range of stakeholders. Some travel will be required.

Key Accountabilities

Strategic Stewardship

- Lead the development and implementation of Power to Give's client pipeline stewardship strategy, ensuring alignment to the organization's Strategic Plan and operational goals.
- Oversee the day-to-day activities in support of the Giv'er team.
- Participate in strategic development and operational planning to ensure alignment with goals.
- Collaborate with team members on inter-departmental work, projects, programs.
- Travel to Victoria, Calgary, Edmonton and Toronto as needed to support client retention and satisfaction.

Client Development & Recruitment

- Champion the Power to Give Give'r Team by creating and executing a robust stewardship strategy aimed at client retention and activation, strengthening organizational connections, and optimizing available resources.
- Oversee the client event calendar; lead the development, execution, evaluation of highly successful experiences to raise funds and deepen client relationships.
- Identify, research, cultivate, and steward high-potential prospects alongside the CEO through personalized engagement plans.
- Oversee the client recognition program and ensure donors receive appropriate recognition for their contributions.
- Collaborate with team to curate unique charity partner matching opportunities to current and prospective donors.
- In collaboration with the Manager of Charity Partners, develop and execute a charity matching plan that offers thoughtfully curated opportunities for clients to engage with nonprofit organizations and communities through volunteering, skills-based contributions, and educational experiences that highlight social impact.

Marketing and Communications

- In collaboration with the CCO, coordinate and lead efforts for client communications including impact reports, thank-you letters, newsletters, and personalized updates.
- Represent the organization at community events, conferences, and other public forums to increase visibility and foster goodwill.
- Develop program materials, scripts and participant remarks as required.

Team Leadership & People Management

- Oversee (1) Client Support Associate, mentor and conduct performance evaluation.



- Lead regular departmental meetings and attend board meetings.
- Foster and maintain a safe and respectful work environment for staff, supporting a culture of excellence.
- Have fun with our team.

Other

- Administrative duties such as maintaining our salesforce database for clients will be required.
- Maintain a hybrid working model of home, and in person meetings as required

Qualifications and Skills

The successful candidate will have the capacity to adapt to a continually evolving environment and thrive in a publicly visible, autonomous and caring workplace while leading the acquisition and activation of clients. Strong leadership, interpersonal, and communication skills, along with a personal alignment with the organization's values, are essential qualities of a successful candidate. The Philanthropic Services Manager will be someone with the highest level of professional ethics who is passionate about delivering exceptional service, consistency, and quality.

Education & Experience

- Graduate of a post-secondary program in business, fundraising, marketing, or communications, plus demonstrated professional development.
- 5+ years' experience client giving experience in philanthropic sector with 2+ years in a senior leadership or management role.

Skills & Competencies

- Strong understanding of philanthropy, and charity sector engagement.
- Strategic thinking: demonstrated ability to goal-set and develop effective strategic plans.
- Strong relationship-building skills, with the ability to engage and inspire clients, charity partners, volunteers, board members, and staff.
- Excellent communication skills, with the ability to effectively articulate the organization's mission and impact to a variety of stakeholders.
- Strong leadership skills with the ability to facilitate collaboration among diverse groups.
- Strong organizational and project management skills, with the ability to oversee multiple initiatives simultaneously.
- Familiarity with compliance and regulations governing charitable fundraising and donor stewardship.



- Knowledge of CRM systems, donor databases, and fundraising software; Salesforce an asset.



Compensation

We invest the time and resources into making sure Power to Give is as good as the people we hire. We are some of the reasons we attract the best people:

- **Salary Range:** \$100,000-\$130,000 CAD determined by job-related skills and relevant education and experience.
- **Wellness:** Comprehensive group benefit package; Employee Assistance Program; Matching RRSP contribution; Flexible paid wellness time.
- **Balance:** 4 weeks paid time off plus 2 weeks office closure end of year.
- **Environment:** Purposeful and stimulating work environment; Remote, flexible work arrangements.
- **Growth:** Ongoing training and professional development, team building and activities.
- **Equal Opportunities:** We believe that all employees have the right to equality, equal opportunity, fair treatment, and an environment free of discrimination.

Things you should know:

- The team is based in Victoria BC, and although we do meet in person biweekly, when possible, it is not mandatory.
- This role requires travel for meeting and events across Canada approximately 30 days per year.
- This position is 40 hours/week, with flexible working hours. You may be required to work evenings and weekends to accommodate community engagements.

About the Application Process

Must be legally eligible to work in Canada and, where applicable, must have a valid work permit or study permit that allows the candidate to fulfill the requirements of the role.

Power to Give is an equal opportunity employer committed to diversity and equity through fair and accessible hiring and employment practices. All qualified applications will receive consideration for employment. If you require accommodation at any point, please advise us during the recruitment process.

Please Join Us!

If this opportunity excites you, please send a resume and cover letter to impact@powertogive.ca with the position title in the subject line of your email on or before May 30, 2025.

We thank all interested applicants; however, only those selected for an interview will be contacted.

