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## JOB POSTING: Manager, Philanthropy and Stewardship

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**Are you an experienced fundraiser who thrives on building relationships, developing strategy, and uncovering and converting high-potential prospects?** Capitalize for Kids (C4K) is seeking a thoughtful and results-oriented Manager, Philanthropy and Stewardship, to help build and grow a high-impact philanthropy program in a dynamic environment. This role is critical to strengthening our donor pipeline, advancing strategic relationships, and delivering meaningful stewardship that supports long-term revenue growth.

This role is ideal for someone who is both strategic and hands-on: comfortable managing a portfolio, identifying and researching prospects, developing compelling proposals, and building systems that turn strong relationships into sustainable revenue.

By joining our team, you will support impactful work that helps make the mental health system work better for kids and families.

If you're passionate about purpose-driven work and want to join a dynamic team that achieves ambitious goals while valuing fun, health, and wellness, this is the perfect opportunity for you!

### THE OPPORTUNITY

Reporting to the Chief Development Officer (CDO), the Manager, Philanthropy and Stewardship, is a frontline fundraiser and key strategic partner in building and growing a philanthropy program in a small, high-performing team environment.

This role covers prospect identification, grant and proposal development, donor cultivation and solicitation, and stewardship. The primary focus is on building and managing a diversified donor pipeline across individuals/families, foundations and corporate partners.

Capitalize for Kids' two signature events, the C4K Investors Conference and Bay Street Games, are important sources of prospects with significant philanthropic potential. The Manager will build on these relationships while also growing our pipeline proactively through research, networking, and outreach beyond existing event interest holders.

The Manager will also support the CDO, President & CEO, and fundraising volunteers, including Board Members, Board Committees, and the C4K Champions Group, in their donor engagement and will deliver a stewardship experience that reflects each donor's full relationship with C4K.

### ABOUT CAPITALIZE FOR KIDS

Capitalize for Kids is a national charity dedicated to making the community child and youth mental health system work better for kids and families, so more children and youth can access urgent and expert mental health care.

Right now, 1.2 million children and youth in Canada are experiencing a serious mental health concern, yet less than 20% can access the support they need. Community child and youth mental health agencies are underfunded, fragmented, and struggling to keep up with demand. C4K exists to help change that.

Fuelled by philanthropy, Capitalize for Kids is the only charity in Canada providing free consulting services and financial support to community child and youth mental health agencies through our Impact Team. By solving complex problems with our partners and sharing what works, we scale solutions across the sector so more kids can thrive.

Our work focuses on four key areas:

- **Making Care Possible:** Removing barriers and improving efficiencies to help agency partners serve more kids and families.
- **Improving Care with Data:** Supporting agencies to harness the power of data, implement digital tools that track progress, provide insights, and improve outcomes for kids.
- **Opening Doors to Care:** Addressing fragmentation by helping regions build coordinated access systems so children, youth, and families can find the help they need faster.
- **Reimagining Care:** Co-designing and launching new models of care to keep pace with the evolving needs of young people.

**The Manager, Philanthropy and Stewardship plays a critical role in fuelling this work to help more kids and families get the help they need.**

## KEY DUTIES AND RESPONSIBILITIES

### 1. Portfolio, Pipeline, and Revenue Growth

- Build and manage a donor pipeline with a focus on five- and six-figure gifts, maintaining clear next steps, touchpoints, and financial projections across a portfolio of donors and prospects.
- Proactively identify and qualify high-potential prospects across individual, foundation, and corporate audiences through research, networking, referrals, and relationship development, drawing on special events as one source among many.
- Manage the full moves management cycle (discovery, qualification, cultivation, solicitation, and stewardship), using prospect research and data insights to continuously refresh the pipeline and identify new donor opportunities

### 2. Cross-Functional Integration and Leadership

- Supervise the Coordinator, Revenue Generation, providing direction and oversight across fundraising systems and data (including setting standards for Raiser's Edge and related platforms) to support sustainable revenue growth.
- Partner across C4K to align messaging, donor strategy, and post-event relationship development.
- Design clear pathways to convert event participants into donors, with coordinated follow-up to deepen engagement and giving.
- Support the CDO and President & CEO in their donor engagement through briefing materials, strategy preparation, and follow-up.
- Equip and support fundraising volunteers, including Board and Board Committee members, with the tools, briefings, and coordinated follow-up needed to advance donor relationships effectively.

### 3. Prospect Research, Grant Writing, and Proposal Development

- Lead proactive prospect research and maintain a prioritized list of individual, foundation, and corporate

prospects, including alignment analysis, briefing notes, and donor profiles.

- Lead the full grant lifecycle: research, writing, submission, and reporting across individual, corporate, foundation, and government opportunities.
- Prepare compelling proposals, sponsorship materials, and case for support content that are technically sound and mission-aligned.

#### 4. Donor Communications and Stewardship

- Draft and oversee donor-centric communications including personalized proposals, impact reports, stewardship assets, and newsletters.
- Design and lead a stewardship plan in partnership with the CDO that ensures timely and meaningful recognition, with a high-touch approach for major and high-potential donors.
- Maintain continuous, integrated stewardship that recognizes each donor's full contribution across philanthropy and events, supporting long-term retention.

#### REQUIRED EXPERIENCE & COMPETENCIES

- Proven fundraising, donor-relations, communication, and writing skills, including the ability to prepare compelling proposals, impact reports, and stewardship materials.
- Strong analytical and organizational skills in pipeline management, prospect strategy, and moves management.
- Discretion, sound judgment, polished communication, and confidence engaging with executives, senior business leaders, and high-net-worth individuals, with sustained attention to donor experience.
- Ability to identify philanthropic potential across multiple stakeholder groups and revenue channels.
- Commitment to high-touch stewardship and donor retention.
- Ability to supervise and develop the Coordinator, Revenue Generation, while partnering effectively with senior leadership.
- Comfort working as both a strategic partner and a hands-on contributor.

#### EDUCATION & EQUIVALENT EXPERIENCE

- University degree in fundraising, communications, nonprofit management, business, or a related field is preferred; an equivalent combination of education and experience will be considered.
- CFRE designation is preferred; an equivalent combination of professional development and experience is highly valued.
- 5+ years of progressive experience in relationship building, strategy development, and frontline fundraising or business development.
- Demonstrated success in prospect research, donor cultivation, and grant writing, with a proven track record of personally securing five- and six-figure philanthropic investments from individuals, corporations, and private foundations to meet annual revenue targets.
- Experience working with Canada's philanthropic landscape and familiarity with CRA receipting guidelines.
- Experience contributing to operational planning, including the preparation, monitoring, and reporting of budgets, revenue targets, and associated performance information.
- Strong proficiency with Raiser's Edge (or similar fundraising CRM systems), with the ability to configure reports and guide others in its use, including experience maintaining donor records, pipeline activity, and stewardship documentation.
- Strong proficiency with Excel, Word, and Microsoft Outlook, and with online research tools and databases such as SEDAR, SEDI, CRA Charities, iWave, and CharityCAN.

- Familiarity with CRM platforms such as Airtable and peer-to-peer fundraising tools like Funraisin is an asset.
- Demonstrated ability to manage multiple projects and donor relationships simultaneously, balancing competing deadlines without compromising quality.

## **WORK ENVIRONMENT AND REQUIREMENTS**

- Capitalize for Kids provides a hybrid work environment. This position is primarily office-based 3 days per week, with occasional onsite presence at events and donor meetings, including some evenings and weekends as needed.
- This role requires regular and effective in-person and virtual collaboration across internal teams.
- Fast-paced environment with multiple donor, reporting, and event-related deadlines.

## **FOR MORE INFORMATION**

Interested candidates should send their resume to [mariana@capitalizeforkids.com](mailto:mariana@capitalizeforkids.com) by **end of day Monday, June 29, 2026**, with the subject line "JOB POSTING: Manager, Philanthropy and Stewardship". Please include a cover letter outlining your interest in the role and explaining how your skills and experience make you a strong candidate for this position. All applicants must be legally entitled to work in Canada at the time of hire.

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities.

Capitalize for Kids is an equal opportunity employer and is committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available on request for candidates taking part in all aspects of the interview process.

### **Compensation and Benefits:**

This role offers a salary range of \$92,000 to \$110,000 per year, commensurate with experience, with a comprehensive benefits package.