

# Job Posting

## Alzheimer Society of Toronto

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementia and to promote research.

### Our Values

Collaboration Accountability Respect Excellence

### Grants, Foundations and Direct Mail Associate

Reporting to the Manager of Development, the Grants, Foundations & Direct Mail Associate is responsible for managing all grants, including government and family/corporate foundations. This role will also lead and manage Alzheimer Society of Toronto's (AST) Direct Mail, including Care2 acquisition campaign. The Grants, Foundations and Direct Mail Associate is responsible for the implementation of all fundraising efforts within these vital and growing programs. This role will provide input and contribute to annual revenues as a valued Fund Development team member. The role will also support the Fund Development Team overall fundraising efforts, by prospecting and cultivating relationships, as well working alongside the programs team to identify funding opportunities.

### What You'll Be Doing

#### Grant and Foundation Proposals:

- Create, implement, and continually evolve strategy to further grow the revenues generated from grants and foundations.
- Identify, research, assess, qualify, cultivate, solicit, and steward gifts from foundations to achieve fundraising goals.
- Manage the prospect pipeline and portfolio, including identifying new foundation prospects to grow the pipeline.
- Responsible for developing, managing, and tracking the annual foundation and grant proposals/applications submission schedule.
- Prepare and submit all letters of intent and proposals to current and prospective foundations that align with AST's strategic plan by their deadlines.
- Accountable for writing and submitting grant proposals and stewardship reports including coordination with all internal stakeholders and contributors.
- Ensure moves management in Raiser's Edge is kept current, functional, and accurate.

#### Partnerships:

- Build and maintain outstanding relationships with new and existing partners and investing partner organizations.
- Identifying, developing, and executing strategies for research and development collaborations.
- Researching and recommending new opportunities for external collaborations and partnerships.
- Advising Fund Development Team on funding application strategies, research application content and challenges with funding opportunities then providing options and developing plans that support proposal development strategies.

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## Direct Mail:

- Accountable for end-to-end coordination and execution of Direct Mail campaign deliverables
- Coordinating with Alzheimer Society of Ontario (ASO) Engine to ensure AST's Direct Mail campaigns meet deadlines through data pulls through Raiser's Edge, review data, and reporting. Review, and approve all donor and suppression lists and make sure they are up to date.
- Manage the growth of direct marketing fundraising activities.
- Work with our third-party vendor to get the DM printed and mailed out by deadline.
- Steward mid-level donors to assess their future giving potential.

## Contribute to the team, supporting others to learn and achieve their goals:

- Collaborate with senior leadership team (SLT) to explore new programs and funding opportunities.
- Support the Manager of Development in the development of goals, targets and initiatives during the business planning and budgeting processes, ensuring alignment with organizations goals.
- Utilize the tools within Raiser's Edge and Luminate Online to monitor, track and analyze personal progress.

## Who You Are:

- An undergraduate degree.
- Five (5+) years in a development, revenue generating, account management type role.
- An equivalent combination of training, education and experience will also be considered.
- A proven track record in identifying strategic business development opportunities and securing such initiatives.
- Demonstrated self-starter with the ability to initiate new fund development opportunities.
- Demonstrated ability to build relationships with donors, volunteers, and other key stakeholders, with a keen sense of diplomacy.
- Comfortable meeting and liaising with volunteers, donors, and participants of events.
- Excellent computer literacy, and proficient in Microsoft Office applications.
- Knowledge of Raiser's Edge and Luminate asset.
- Excellent written and spoken English.
- Strong coordination skills and attention to detail.
- Ability to work under pressure, to meet deadlines and juggle competing priorities.
- Excellent telephone manner and interpersonal skills.
- Willing to work some evenings and weekends when necessary.

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles.

## What We Offer

Work life balance is important to us here at the Alzheimer Society. That is why we offer our employees:

- A generous employer paid benefit plan.
- Employee and Family Assistance Plan.
- A Defined Contribution Pension Plan with up to 5% employer matching.
- Personal days and equity floater days that can be used at any time.

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- Flexible working arrangements that include working from home and flexible hours.
- Paid professional development opportunities.

### Hiring Range & Salary Range:

Hiring Zone: \$58,000 - \$62,000

Salary Range: \$51,017 - \$76,525

### Commitment to Equitable Recruitment

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. Accommodations are available on request for candidates taking part in all aspects of the selection process, in accordance with the Human Rights Code and AODA.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQIA+.

### How to Apply

We thank everyone for their expressed interest – and are truly appreciative of the time individuals put into applying – but with the limitations of time, only those selected for an interview will be contacted.

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

Please include the 'Job Title' in the subject line.

**Closing Date:** November 6, 2023

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