



**WE ARE HIRING!**  
**COME JOIN OUR TEAM!**

## MANAGER, CORPORATE DEVELOPMENT

CHEO Foundation, Ottawa, Ontario

Full time, permanent

Hiring range: \$90,000 to \$95,000

Deadline to apply  
**Posted until filled**

Click [here](#) to visit our webpage

### About the CHEO Foundation

CHEO Foundation is the philanthropic arm of CHEO, CHEO Research Institute and Roger Neilson Children's Hospice. For 50 years, the CHEO Foundation has been the link between these respected institutions and the generous community that financially sustains them.

CHEO Foundation staff are inspired by donors, and the community, who support pediatric healthcare, cutting-edge research and essential services to ensure children and youth can live their best lives.

We are proud to put the interests of kids at the forefront of our decisions and we are intentional in everything we do. We improve by learning from experiences and by being accountable for our outcomes. We take care of ourselves and each other, embrace equity, diversity, inclusivity and indigeneity, and celebrate success as a team.



CHEOkids



CHEOhospital



CHEOvideos

[www.cheofoundation.com](http://www.cheofoundation.com)

### What we offer

- Extended Healthcare Benefits
- Defined Benefit Pension (HOOPP)
- Making a Difference in the Lives of Children/Youth
- Competitive Wages
- Flexible Schedules
- Onsite Fitness Centre
- Learning Opportunities
- Inclusive Culture
- Wellness Programs

The CHEO Foundation is an equal opportunity employer and we are committed to practices that support Equity, Diversity, Inclusion and Indigeneity.

## About the Role

Reporting to the Director, Corporate Development, the Manager, Corporate Development will serve as a key member of the CHEO Foundation team. The CHEO Foundation is embarking on its largest growth mandate ever, including a capital campaign. With business development acumen, the Manager, Corporate Development will be a thought partner that helps to build and execute a strategy that supports the future vision of the Foundation.

The Manager, Corporate Development's role is integral to the CHEO Foundation meeting its fundraising goals. The successful candidate will be responsible for managing a portfolio of corporate donors and potential corporate partners all meant to engage the community and help acquire and build new avenues of support. Additionally, this position will be responsible for overseeing team members helping to elevate the collective.

## About You

You embrace the opportunity to work in a team environment with a commitment of excellence to donors, sponsors, volunteers and co-workers alike. You are creative, organized and embrace the concept of new challenges. You are comfortable getting in front of prospective partners and asking for their financial support. You are a critical thinker who enjoys identifying revenue growth opportunities and who works to achieve them. You have a fundraising background or similar corporate work experience and love the notion of helping the children, youth and the families we serve.

You are capable of multi-tasking while maintaining your own critical path for successful outcomes on your projects. You are a dynamic, professional team player with exceptional interpersonal, communication and organizational skills. You are self-motivated and your initiative has proven successful. Time management is one of your strong suits and you are comfortable speaking with audiences large and small.

## Primary Responsibilities

- Oversee team members and help to coach them for both personal and professional growth
- Develop strategies to grow the program through acquiring new community partners
- Manage a portfolio of corporate donors, focusing on solicitation of major gifts
- Seek out corporate support for sponsorship opportunities and staff engagement
- Collaborate with internal teams to align corporate philanthropy initiatives with organizational goals
- Compose funding requests, grant applications and proposals
- Develop and implement a growth strategy for your portfolio by acquiring new corporate donors
- Monitor and evaluate corporate fundraising performance, adjusting strategies as needed
- Prepare and present reports on corporate fundraising progress and outcomes to management
- Represent the Foundation at events and in the community

## Qualifications

- University degree or college diploma; or equivalent experience
- Experience in corporate fundraising, partnerships and business development, preferred
- Comfortable working in a team environment
- Fundraising database experience is essential; familiarity with Raiser's Edge is an asset
- Attention to detail with strong written and verbal communication skills
- Ability to manage and coordinate multiple projects in a fast-paced environment
- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Excellent organization skills with the ability to meet multiple and competing priorities
- Ability to work independently with minimal direction/supervision
- Bilingualism (English and French) is essential
- Flexibility to work some evenings/weekends, as required
- Access to an automobile is required

## Application Process

While there is no set closing date we recommend applying at your earliest convenience to be considered in the early stages of the selection process. Our focus is on finding the best candidate, and we will keep the position open until we identify the ideal match.

Please send your resume with a cover letter to [apply@cheofoundation.com](mailto:apply@cheofoundation.com) with the position title in the subject line. Although we appreciate the interest of all candidates, only candidates invited for interviews will be contacted. No phone calls please.

**The CHEO Foundation is an equal opportunity employer. Should you require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.**