



## **TRANS CANADA TRAIL**

### **Position Description**

#### **Manager, Philanthropy Operations**

**Closing On:** August 4, 2022

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**Location:** Remote from home in Canada (National office is based in Montreal)

**Effective:** August/September 2022

**Employment Type:** Full-time

**Level:** Manager

**Salary Range:** \$70,000-80,000

### **Who We Are**

The Trans Canada Trail is the world's longest network of multi-use recreational trails. The Trail stretches more than 28,000 km across every province and territory. It's a showcase of Canada's diverse landscapes and cultures, and a sustainable national asset that fosters unity, collaboration, and connectedness. Our national trail is managed by local trail groups and partners who work in conjunction with Trans Canada Trail, a registered charity. [tctrail.ca](http://tctrail.ca)

### **Who You Are**

You are an energetic team player with a passion for trails, the outdoors and connecting people to nature. You are a technophile who seeks a meaningful career that combines passion with purpose. You value the role and impact donors have in preserving and enhancing the Trail for the diverse benefits it provides in terms of health and well-being, economic and environmental sustainability, and connection to nature and to one another. Collaborative and curious, you will play a leadership role on the Philanthropy team and the organization as a whole. Furthermore, you will champion technology tools and systems to increase efficiencies and drive results. You are organized, creative and committed to growing the capacity of Trans Canada Trail and advancing donor relationships.

### **How You'll Contribute**

The Philanthropy team identifies, cultivates, solicits, and stewards individuals, as well as foundation and corporate partners to advance Trans Canada Trail's mission to build, maintain and steward Canada's national trail. Our team collaborates across the

organization to grow our donor base and build transformative and impact-driven strategic partnerships.

Working within the Philanthropy team and reporting to the Chief Development Officer, the Philanthropy Operations Manager is responsible for leading the operational functions of the department including database management and optimization of key systems in collaboration with other departments including Finance and IT. The Philanthropy Operations Manager ensures the integrity of donor data and conducts analysis with the objectives of measuring progress and identifying opportunities for growth. The position manages and maintains efficient fundraising processes, systems, and tools, and advocates for solutions to improve workflows and productivity. The Philanthropy Operations Manager will contribute to long-term planning and goals to grow philanthropy and amplify our impact on Trans Canada Trail's new corporate strategy.

## **What You'll Bring**

### Education and Experience

- Bachelor's degree preferred, or equivalent in professional certifications and/or experience.
- 5+ years as a systems professional, or demonstrated experience in a similar role, providing operational support, project management, and reporting and analytics.
- Experience with progressive levels of responsibility with donor data systems, including partnering with fundraising staff to optimize systems functionality.
- Experience working with cross-functional teams at a national charity or non-profit.

### Necessary Knowledge and Skills

- Proficiency in Salesforce, Raiser's Edge or other CRM.
- Proficiency in other digital tools like Microsoft Teams/Sharepoint.
- Intellectually curious with strong analytical and problem-solving skills.
- Impeccable organizational skills and ability to prioritize workload while aligning with the organization's "big picture".
- Experience or a deep understanding of fundraising and event management best practices.
- Versatile team player with a can-do attitude and passion for our mission.
- Strong leadership and communication skills.
- Project management experience with certification would be considered an asset.
- Bilingual in English and French, spoken and written, would be considered an asset.

## **Commitment to Diversity & Employment Equity**

We are committed to equity in our policies, practices and programs, supporting diversity in our work environment and ensuring that applications for members of underrepresented groups are seriously considered for all positions. All qualified individuals who would contribute to the further diversification of the Trans Canada Trail community are strongly

encouraged to apply. We are committed to ensuring that our internal policies, practices and systems are free of barriers, emphasize the value of diversity and promote full participation to ensure dignity, respect and equal access for all employees. Through our processes and practices, we are working to eliminate barriers to employment for people who are usually underrepresented in Canada's work force – Indigenous people, people of colour and people with disabilities.

### **How to Apply**

Please submit your resume and cover letter in confidence to:

Email: [chanson@tctrail.ca](mailto:chanson@tctrail.ca)

Attention: Cheryl Hanson, CFRE, Vice-president, Chief Development Officer

Application deadline: August 4, 2022

*Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Trans Canada Trail.*