



DEVELOPMENT MANAGER

Position Brief



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FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Toronto French School (TFS) for more information about this opportunity, please contact Jill Anderson, Senior Consultant, KCI Search + Talent by email at TFS-Manager@kcitalent.com.

All inquiries and applications will be held in strict confidence. Interested candidates should send their resume and a letter of interest to the email address listed above. **Please note that candidate submissions will be reviewed as they arrive, so early inquiry and submission is encouraged.**

TFS welcomes applications from Indigenous peoples, persons with disabilities, visible minorities, persons of all sexual orientations and gender identities, and all others with the skills and knowledge to productively engage with diverse communities.

If you require accommodation, please notify the Search Consultant in advance and they will work with you to meet your needs. TFS is committed to providing accommodation throughout the recruitment and selection process.

The hiring salary range for this position is \$95,000 – \$110,000 and includes a competitive benefits package.

Development Manager Toronto French School Foundation

THE OPPORTUNITY

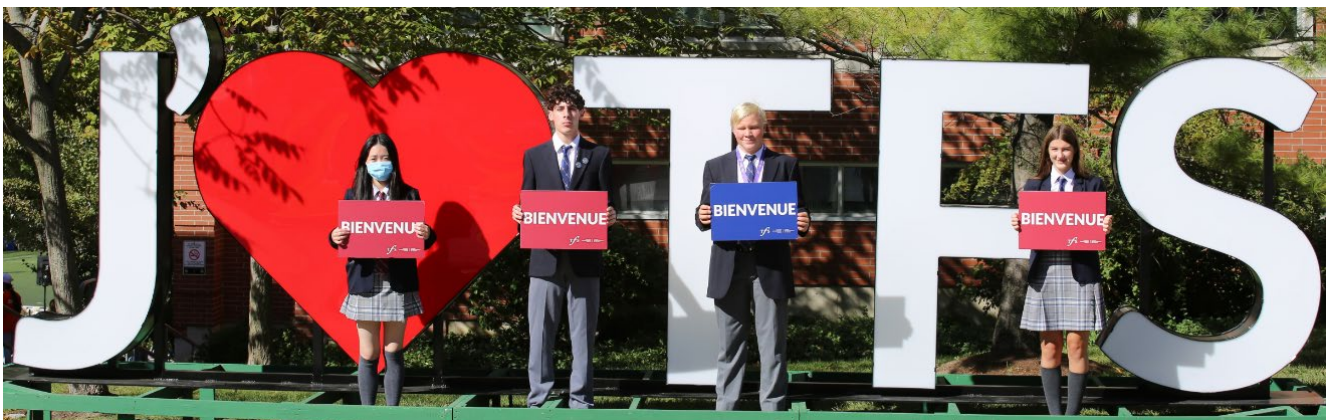
TFS Foundation is mid-way through their *Thriving Futures* campaign and is seeking a Development Manager to play an important role focused on major gifts, peer-to-peer fundraising campaigns and the annual giving strategy.

Reporting to the Senior Director, Philanthropy, the Development Manager will bring excellent relationship building and management skills to support them as they engage with volunteers, families, students, faculty and staff in support of the fundraising activities of the foundation.

In this role, the Development Manager will support the President, Senior Director and volunteers in their major gift fundraising efforts, while also managing a small portfolio of prospects. With previous experience working in a major gift and/or campaign environment and supporting activity from identification to solicitation and stewardship, the Development Manager will play a key role creating personalized stewardship plans, executing cultivation events and supporting the campaign launch.

The Development Manager will bring strong communication, organization and project management skills that will guide them as they also manage peer-to-peer fundraising and participate in the development of the strategy for annual giving campaigns, working closely with colleagues who will deploy the strategy.

Although fluency in French would be considered an asset, it is not a requirement for this position. At TFS Foundation, staff are working full-time in the office, with some flexibility to work from home on a project basis from time to time.



ABOUT TFS – CANADA’S INTERNATIONAL SCHOOL

TFS was born out of a bold vision: the belief that French and English bilingual education in Canada would give students a true understanding of the linguistic and cultural depth of their own country, as well as open up their path to the world.

As the pioneer of French immersion in Canada, TFS provides a bilingual education that is unparalleled. We want our students to exude academic ambition, benefit from an all-round development as individuals and citizens, and view the world from an international perspective. Bilingual and coed since 1962, TFS teaches the curricula of France and Ontario through the framework established by the IB programs, offering an experience that is rich in challenge, diversity and opportunity.



TFS has grown to become Canada’s International School, as we know it today, and one of the largest independent schools in the country, that continues to offer an exceptional education to over 1,500 students at its Toronto and Mississauga campuses and in this way helps to shape young learners into engaged bilingual citizens who are empowered to make an impact on the world.

Mission

The TFS community develops multilingual critical thinkers who celebrate difference, transcend borders and strive for the betterment of humankind and the planet.

Vision

Our students are empowered to make a positive impact on the world.

Values

Integrity, Discernment, Respect, Engagement

Motto

Individuals who reflect, citizens who act.

HOMINES CONSIDERANTES, CIVES AGENTES

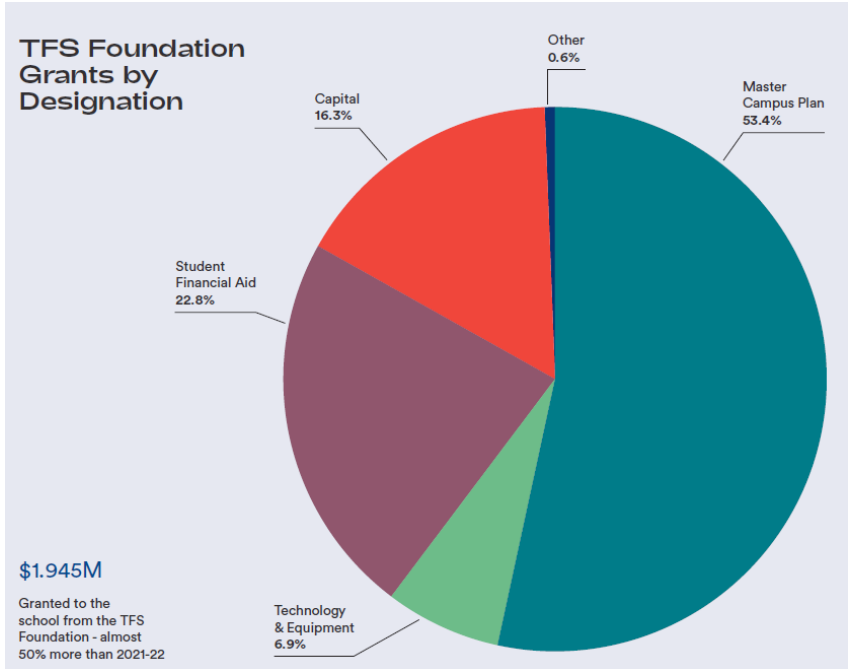


ABOUT TFS FOUNDATION

The TFS Foundation team leads the outreach to engage TFS families, alumni and friends to provide the financial resources needed to advance the school’s mission. Their raison d’être is to strengthen school pride and connections with the school through giving, volunteer activities and event participation.

This outreach includes leading the school’s fundraising program encompassing annual giving, major and special gifts, donor recognition, stewardship, and special events.

The team works collaboratively with our partners – our parents, through the TFS Foundation Board of Directors, the Investment and Finance Committee and the Nominating and Governance Committee, as well as our alumni, through the Alumni Association Executive – to engage our community, helping to nurture a culture of philanthropy and volunteering, which is critical to the school’s well-being.



ADDITIONAL INFORMATION

- [School History](#)
- [The TFS Experience](#)
- [Our International Perspective](#)
- [Community Report 2023 - Entre Nous](#)

- [Strategic Plan 2023-2028](#)
- [News, Events & Publications](#)
- [TFS Foundation News](#)

BOARD OF DIRECTORS

- Sander Grieve**, Chair
- Vanessa Mulroney**, Vice-Chair
- Sunny Lowe**, Vice-Chair
- Rachel Beckerman '01**
- Kristen Bechara**
- Kevin Cai**
- Simon Chong**
- Heslie Chua**
- Yashar Fatehi**
- Lynn Francis**
- Issa Guindo**
- Caroline Helbronner**

- Andrew Ipekian '96**
- Fei Jiang**
- Shael Kalef**
- Blake Langill**
- Jennifer Lassonde**
- Mary Ann Lew**
- Trent Mell**
- Stephanie Thompson**
- Sylvia Tokmakjian**
- Lesley Vaughan**
- Roger Poirier**, Chair, TFS Board of Directors, ex officio

KEY DUTIES AND RESPONSIBILITIES

Leadership, Annual Giving and Mini Campaigns

- Support volunteer committees with all aspects of mini campaigns (peer-to-peer fundraising), including personally following up with potential donors, supporting volunteers in their approaches, coordinating meetings, and providing campaign updates.
- Analyse donor giving histories and patterns to identify, cultivate, and solicit potential new donors.
- Help identify and develop opportunities for engagement with mid-level donors.
- Apply excellent written communication skills to write scripts and marketing collateral to support volunteers as they solicit donors, and work with marketing colleagues to create dynamic and compelling documents.
- Manage a portfolio of annual prospects and donors (\$5,000 to \$50,000).
- Ensure maintenance of up-to-date prospect and donor records in Raiser's Edge.
- Track and report on the revenue of all annual, leadership, and mini campaigns, ensuring final goals are being met.
- Contribute to annual planning and strategy development of the annual giving program.
- Formulate innovative new tactics for engaging with and securing mid-level donors.
- Ensure the Head of School and other academic leadership are briefed, coached, and supported in their work on behalf of the TFS Foundation.

Major Gift & Campaign Support

- Provide support to the President of the Foundation and the Senior Director, Philanthropy with major gift activities, including prospect research, preparing for senior volunteer and donor meetings, and tracking pertinent donor activities.
- Prepare communication with donors, volunteers, and colleagues, such as biographical profiles, briefing notes for meetings, meeting agendas, letters, reports, and presentation proposals.
- Prepare gift agreements and ensure all terms committed to are satisfied.
- Contribute to campaign strategy and execution of all major campaign milestones, including launches, donor cultivation events, and gift and goal celebrations.

Donor Recognition & Stewardship

- Lead the stewardship and recognition program for the upcoming comprehensive campaign to ensure the program tactics act as incentive for new principal and major gift support, while also ensuring the successful retention and renewal of all donors. This will require:
 - creating and adhering to a stewardship matrix;
 - developing a naming and recognition opportunity inventory, a calendar of activities, and a variety of donor events.
- Ensure adherence to all Foundation policies and contribute to the review and revision of policies, including those related to naming and gift acceptance.
- Effectively steward lead annual giving donors to support renewal and identify major giving potential.
- Develop a systematic plan, process and content for stewardship reporting and other collateral.
- Write clear and compelling content for highly personalized stewardship.
- Prepare materials for meetings of the Gift Acceptance Committee, TFSF Board of Directors and other committees as necessary.

Other

- Manage occasional contract employees.
- Assist with and attend institutional events as needed.
- Contribute to departmental planning and goal setting, and track and evaluate progress against key performance indicators.

QUALIFICATIONS AND COMPETENCIES

- Demonstrated, progressive experience working with individual donors, volunteers and organizational leaders in a major gift or capital campaign fundraising environment with experience personally soliciting donations of \$10,000+.
- Knowledge and experience of stewardship and donor recognition best practices with the proven ability to develop highly personalized stewardship plans.
- Familiarity with annual giving, peer-to-peer fundraising and event planning.
- Ability to review data, research, and identify potential annual, mid-level, and major gift prospects.
- Outstanding verbal and written communication skills with the ability to write for a variety of audiences.
- Exceptional interpersonal skills and the ability to build and develop relationships with a variety of constituents.
- Proven ability to work collaboratively across teams and manage multiple projects and timelines in an environment with shifting priorities.
- Demonstrated skills in time management, organization, and attention to detail.
- Proven ability to exercise discretion and good judgment, take initiative, and respect the confidentiality of sensitive information and materials.
- Strong project management skills with experience in work-back scheduling.
- Experience in Raiser's Edge/NXT or equivalent donor database, and proficiency in Microsoft Word, Excel, PowerPoint, and Google Workspace.
- Previous experience in an independent school or education fundraising environment is an asset.
- Proficiency in French and/or Mandarin is an asset.



BIOGRAPHIES

Cathy Yanosik **President, TFS Foundation**

Cathy Yanosik is a dedicated leader with an extensive background in all facets of fundraising and alumni relations.

Ms. Yanosik has led TFS' advancement and alumni relations functions since 2018. Cathy works closely with the Head of School, the TFS Foundation Board and volunteers to advance TFS' culture of philanthropy and engage the community. Backed by the committed TFS Foundation team, she works to strengthen school pride and connections with the school through giving, volunteer activities and event participation.

Ms. Yanosik formerly held executive fundraising roles in several organizations. She was most recently Vice-President of Philanthropy at St. Michael's Hospital Foundation. Prior to this, she held senior roles at educational institutes and organizations including Vice-President and Chief Development Officer at Pathways to Education Canada, Senior Vice-President of the York University Foundation, Associate Director in the University of Toronto's Department of Alumni and Development, and Manager of Faculty Development and Capital Projects at Queen's University.

Ms. Yanosik holds an honours bachelors of arts degree in politics from Queen's University and is a recipient of the Outstanding Achievement Award from the Canadian Council for the Advancement of Education (CCAEE). She speaks English and conversational French.



Caroline J.J. Huang **Senior Director, Philanthropy**

A daughter of two educators, Caroline graduated from East China Normal University where she earned a B.A. in communications and started her career in marketing, as well as government and public relations. She would soon pivot to the nonprofit sector, beginning a career in fundraising at Project Orbis International in 2007, first as an Associate Director of Development in their Shanghai office, and later immigrating to Canada to become the Director of Development at the organization's Canada National Office in Toronto.

During nearly a decade at Orbis, Caroline oversaw major gifts, annual giving programs, corporate engagement, as well as fundraising events and branding activities, and her leadership was instrumental in securing funding for the Flying Eye Hospital, which has provided critical clinical training in 96 countries.

In 2019, Caroline joined SickKids Foundation as Associate Director where she fostered major donor relationships as part of the major gifts team on the SickKids VS campaign which raised \$1.69 billion for hospital campus redevelopment, research priorities and international partnerships.

In addition to her undergraduate studies, Caroline has undertaken Leadership Training on the Hong Kong Campus of the Ivey School of Business, has completed the Leadership Program at the Rotman School of Management, and attained the designation of Master Financial Advisor - Philanthropy Designation from Knowledge Bureau.



ORGANIZATIONAL CHART – TFS FOUNDATION

