



Centre for Equality Rights in Accommodation
Centre pour les droits à l'égalité au logement

Job Posting: Manager of Development

Contract Type: Full-time (position funded through March 2023. Work is ongoing to secure funding beyond that period and will continue under the leadership of the successful candidate)

Start Date: March / April 2022

Location: Remote within Canada

Closing Date: February 4, 2022 at 5:00 pm EST

Hours of work: Flexible

Salary: \$65,000 - \$75,000, commensurate with experience and qualifications

Benefits: A generous benefits package will be made available following the end of the three-month probationary period, which includes health and dental benefits, AD&D, Long-term disability and life insurance. Group and individual professional development opportunities are also provided to staff.

Paid time off: Four weeks (20 days) of paid vacation are provided and CERA typically closes between Christmas and New Year's Day, providing a handful of additional paid days off for staff to rest and recharge. Full-time staff are provided with 10 paid personal emergency days annually.

Application Method: Cover letter + resume. Shortlisted candidates will be invited to complete an assignment and to participate in an interview. Please see instructions below.

About CERA

CERA is one of Canada's oldest charities working to advance the right to adequate housing. Founded in 1987, CERA has worked tirelessly for over thirty years at the intersection of human rights and housing and is one of Canada's leading NGOs working in the area of social and economic rights. CERA works to advance the right to adequate housing by:

- **Serving clients to help them stay housed:** CERA provides free services to tenants facing eviction and human rights violations in their housing, and we are experts in these fields. Each year we provide services to over a thousand tenants and we are highly effective in ensuring that some of the most vulnerable Ontario renters remain in their homes.
- **Providing education and training about housing rights:** CERA provides public education and training on housing rights and human rights in housing to diverse groups across Ontario, reaching approximately 1,000 people annually. We work with community

partners to train individuals and communities about their housing rights and how to assert them, and we engage with landlords to educate them about their obligations as housing providers.

- **Advancing rights-based housing policy:** CERA advances rights-based housing policy through research, policy development, advocacy and litigation. Notable achievements include setting a legal precedent preventing landlords from discriminating against renters who receive social assistance, launching a constitutional challenge against the federal government for failing to take action against homelessness, and coordinating the Right to Housing Toronto Network (R2HTO).

Working at CERA

CERA is a small but growing collaborative and cross-functional team of motivated professionals committed to advancing the right to housing. We are entering the second year of our strategic plan, which prioritizes organizational growth, working nationally, developing innovative ways to engage communities and individuals to support their right to housing and building new, dedicated teams in the areas of policy advocacy, research and strategic litigation. CERA's four functional teams (Services and Education; Policy, Communications & Engagement; Research; and, Strategic Litigation) work collaboratively together to support each other's work in identifying and executing innovative ways to advance the right to housing.

CERA's head office is located at the Centre for Social Innovation (Spadina location), an exciting shared workspace that houses 250 non-profits and social innovators across multiple locations in downtown Toronto. It is accessible by transit and offers substantial opportunities to network with like-minded people and participate in a mission-driven, innovative community through various events. CERA's head office has several workstations which are available to staff who would like to work from the office on a part-time or occasional basis.

About the Role

We are seeking a creative, insights-driven, hands-on senior development professional to join our growing team. In this role, your ability to juggle multiple responsibilities under tight timelines is essential. If you are a self-starter with demonstrated experience in grant writing, donor stewardship and development, and developing and managing fundraising campaigns, this could be the right role for you.

Working in close collaboration with the Communications Team, the successful candidate will be a key player in the design, development and execution of fundraising and development strategies and campaigns, and developing grant and project proposals to support our work. The role requires strategic thinking, cross-team collaboration, and exceptional written communication skills.

As Manager of Development, your responsibilities will include:

- Leading CERA's development efforts, including grant writing, donor development, and donor stewardship for individual donors, major donors and corporate donors, and the development and execution of fundraising campaigns.
- Proactively identifying funding opportunities from government, public and private foundations and other funders.
- Leading the development and submission of project and grant proposals by working with management to determine concept, gathering necessary information, drafting applications and proposals, developing partnerships and securing supporting documentation.
- Collaborating with community partners as is necessary to co-create and co-develop projects and funding applications as appropriate.
- Maintaining funding opportunity databases, calendars and workplans to manage the grant writing work of the organization, as well as CERA's CRM.
- Developing promotional and fundraising materials to support solicitation of funds, including impact reports, client testimonials and other donor engagement materials.
- Working collaboratively with the communications team to develop and promote engaging content, including e-communications campaigns, to further CERA's fundraising and development efforts.
- Leading the execution of CERA's fundraising and communications strategy in consultation with the communications team, program and project staff and management.
- Supervising and providing direction to staff, students and volunteers supporting CERA's development efforts.
- Performing other duties as required to support the organization, Executive Director, Board of Directors and Fundraising Committee.

Qualifications

- Minimum of 5 years of experience in a development role in a non-profit or advocacy-related environment.
- A post-secondary degree or diploma in a related area, preferably in fundraising and development.
- Demonstrated experience in grant writing, with experience developing complex grant proposals for funding to support activities such as services, education and programming, engagement, advocacy and research.
- Demonstrated success in soliciting and securing funds from individual donors, major donors and corporate donors, including developing and managing fundraising campaigns.
- Outstanding oral and written communications skills in English, with a demonstrated ability to develop engaging and compelling written content, develop and manage relationships with partners, donors and potential donors.
- Excellent project management skills, with a demonstrated ability to manage multiple complex projects simultaneously.

- Ability to work collaboratively in a cross-functional environment with a strong level of comfort managing colleagues and management.
- Experience managing CRM software to maintain records of donors, increase engagement and report on fundraising activities.
- Experience supervising, mentoring, and supporting students and volunteers.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of the right to housing, human rights and housing law, and the housing and social services sector is an asset.
- Working proficiency in an additional language is an asset, particularly French.

Skills and attributes

- Outstanding organizational, analytical and problem-solving skills.
- Ability to multi-task, thrive in a fast-paced environment, and adapt quickly to change.
- Ability to work accurately under pressure with attention to detail and deadlines, and with minimal supervision.
- Flexibility and entrepreneurial spirit to accommodate high levels of responsibility and multiple and sometimes shifting priorities.
- Strong strategic thinking skills, political acumen, diplomacy, discretion, tact and good judgement.

We recognize and value the unique perspective that people with lived experience of poverty and/or precarious housing bring in addition to the skills and qualifications listed above.

To apply for this job

Applications should include a CV and cover letter in one PDF document and should be submitted by email to opportunities@equalityrights.org with the subject line: Application – Manager of Development.

At CERA, we believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, racial, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Occupational Health and Safety Act*, and all other applicable legislation. We will provide accommodation during the hiring process upon request and information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest.

Only candidates selected for an interview will be contacted.

No telephone enquiries please.