

Manager, Development & Stewardship

Posting Date:	December 8, 2025
Posting Close:	January 9, 2026 (applications will be reviewed on rolling basis)
Status:	Full-Time, Permanent
Salary Range:	\$70,000-80,000 yearly
Head Office:	Toronto, ON
Position Location:	Hybrid

Are you passionate about fundraising? Do you want to work for a great cause with a small team at a national health charity? Are you looking for an exciting role and the ability to make a difference in people's lives? Then, this is the job for you!

About Us:

Asthma Canada is the only national charity solely devoted to improving the quality of life for people living with asthma and respiratory allergies. For more than 50 years, Asthma Canada has proudly served as the voice of all Canadians affected by this chronic disease. We empower patients with evidence-based information, education programs and support asthma research in Canada.

When you join the Asthma Canada team, you become part of a small but mighty group of professionals with a shared passion for making a difference for the asthma community. We can provide you with flexible working hours, a hybrid work environment, health benefits, a competitive salary, vacation package, and the opportunity to build a dynamic fundraising program to support the organization's growth to meet the needs of our community.

Overview of the Role:

The **Manager, Development & Stewardship** is responsible for the execution of fundraising initiatives that drive our mission forward. This mid-level role combines strategic planning with hands-on implementation across multiple streams, including **annual giving, donor stewardship, corporate partnerships, and event management**.

The ideal candidate is **mission-driven**, eager to grow, and thrives in a collaborative, lean environment. This position works closely with the CEO, Communications Specialist, and Director of Operations & Administration, and navigates relationships with volunteers and external consultants.

Duties and Responsibilities:

- **Annual Giving & Donor Programs**
 - Work with consultant to develop and implement annual giving campaigns (direct mail, digital, monthly donors).
 - Cultivate and solicit mid-level donors; assist in building a major gifts program.
 - Manage donor stewardship activities for all levels.
 - Track KPIs and prepare reports using DonorPerfect CRM.
- **Corporate Partnerships & Foundations**
 - Research, cultivate, and steward corporate sponsors and partnerships.

- Prepare proposals and stewardship plans for foundations, grants, and corporate donors.
- **Events & Gaming**
 - Plan and execute fundraising events, including World Asthma Day.
 - Coordinate charitable gaming licenses and event logistics.
 - Recruit and manage volunteers for development and stewardship activities.
- **Data & Reporting**
 - Maintain accurate donor records and implement reporting in DonorPerfect.
 - Collaborate with Director, Operations & Administration on data integrity and analytics.
 - Analyze reports to ensure decisions and strategies are data informed and driven
- **Team Collaboration**
 - Work closely with Senior Communications Specialist on integrated campaigns.
 - Support advocacy and other organizational priorities as needed.
 - Other duties as assigned.

Required Skills and Core Competencies:

- **Education:** Post-secondary degree in fundraising, marketing, communications, non-profit management or related fields.
- **Experience:** Minimum 2–5 years in fundraising/development, preferably in a health charity or similar organization.
- **Skills:**
 - Strong relationship-building and networking skills.
 - Project management experience (campaigns, events).
 - Excellent written and verbal communication.
 - Familiarity with donor databases and digital fundraising tools.
 - Basic budgeting and KPI tracking knowledge.
 - Ability to manage multiple priorities and deadlines.

To apply, please submit your resume and cover letter to acma@asthma.ca, indicating “**Manager, Development & Stewardship**” in the subject line.

While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Asthma Canada values the diversity of the people it hires and serves. Diversity at Asthma Canada means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person’s talents and strengths. Asthma Canada is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request.

For additional information on our vision, mission, and values (Empathy, Adaptability, Accountability, Respect), and to learn more about Asthma Canada’s work, visit www.asthma.ca.