

Philanthropy Manager

Level the Field

Full-Time • Vancouver, BC (Hybrid) • Start Date: October 2026

About Level the Field

Level the Field is a charitable foundation launched by viaSport BC, working to remove barriers to sport and recreation so more people and communities in BC can participate, belong, and stay connected. We work alongside sport and community organizations to fund practical solutions, strengthen inclusive participation pathways, and build proof of what more inclusive participation can look like in practice.

The Role

The Philanthropy Manager is a key member of the Level the Field team, responsible for developing and stewarding partnerships, developing and managing donor relationships, growing individual and organizational giving, and supporting the broader fundraising strategy. This role sits at the intersection of relationship development, storytelling, and strategic execution, and requires someone who is energized by the work of building an organization from an early but promising stage. Level the Field has founding partnerships, a clear mandate, and early programs already underway, and this role offers the right person genuine ownership of what comes next.

Reporting to the Director, Revenue Development, the Philanthropy Manager will lead day-to-day donor cultivation and stewardship, support partnership development and activation with purpose-aligned organizations and help shape the systems and practices that will define how Level the Field engages its growing community of supporters. The role works alongside a Philanthropy Coordinator who provides administrative, operational, and analysis support to the team.

Primary Responsibilities

Donor Development and Stewardship

Build and manage relationships with Level the Field's priority funder audiences, including organizational donors, family foundations, corporate partners, and values-aligned foundations. Cultivate one-time donors toward repeat and monthly giving, and steward an emerging community of supporters through thoughtful outreach and engagement. Develop donor materials including cases for support, gift proposals, acknowledgement letters, and impact updates.

Fundraising Activation

Support community and event-based fundraising activations in partnership with sport and community organizations across BC. Collaborate with the Marketing and Communications team on campaigns and donor-facing communications. Identify and pursue new donor prospects aligned with Level the Field's mission and values.

Partnership Development and Support

Support the development of purpose-led organizational partnerships, including professional sport and corporate giving relationships. Help build and document the processes, tools, and practices that will support fundraising at scale.

Compliance and Donor Integrity

Provide oversight of donor records management, receipting, and reporting to ensure all activities meet CRA requirements. Support the organization's commitment to donor integrity and responsible stewardship of charitable funds.

Qualifications and Competencies

A minimum of 3–5 years of experience in fundraising, donor relations, or development in the charitable sector. Demonstrated ability to cultivate and manage donor relationships and move prospects through a giving pipeline. Strong written and verbal communication skills, with an ability to translate complex ideas into compelling donor narratives. Demonstrated ability to work independently and take initiative in an early-stage environment where priorities evolve and structure is still being built. Experience with donor management systems and CRA charitable receipting requirements is considered an asset. Familiarity with BC's sport, recreation, or community sector is an asset, though not required. CFRE designation or progress toward designation is an asset.

Working Environment

Hybrid work arrangement at home and at the Level the Field office location in downtown Vancouver. Full-time (37.5 hours per week), with occasional flexibility for evenings or weekends. Salary range of \$75,000 to \$90,000 annually, commensurate with experience. Compensation package includes extended health benefits, RRSP match, and professional development support. A Criminal Record Check and references will be required prior to confirming employment.

To Apply

Please submit a cover letter and resume as one PDF document to info@levelthefield.ca with the subject line 'LTF Philanthropy Manager — [First and Last Name]'. Please submit your application by Tuesday, September 8th, at 5:00 PM PST. We welcome applications from candidates of all backgrounds and are committed to building a team that reflects the communities we serve.