

## **Philanthropy/Fundraising Coordinator**

Position type: Full time, Permanent

Location: Toronto, ON

Job Posted: September 21, 2021

Job Posting Closed: September 26, 2021

Salary Range: \$40,000-47,000 per annum

YWCA Canada is looking for an innovative professional with exceptional stakeholder and donor relations, fundraising, grant writing, administrative, and organizational skills. The ideal candidate is comfortable leading interactions with external stakeholders, donors, third parties, etc...to maximize opportunities for awareness, education, fundraising, advocacy, and donor generation and relations. .

Are you highly self-motivated, a team player, yet you are able to work autonomously, with great attention to detail, strong interpersonal communication, customer service, organization and planning skills?

Are you willing to go above and beyond to support our internal and external stakeholders and donors?

Then please keep reading, this role may be your next opportunity!

### **Learn more about YWCA Canada:**

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For 150 years, we've been at the forefront of a movement: to fight gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives. Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all.

[www.ywacacanada.ca](http://www.ywacacanada.ca)

[https://twitter.com/YWCA\\_Canada](https://twitter.com/YWCA_Canada)

[www.facebook.com/ywacacanada](http://www.facebook.com/ywacacanada)<<http://www.facebook.com/ywacacanada>.

The Philanthropy/Fundraising Coordinator will work as part of the Philanthropy team and in close collaboration with other YWCA Canada departments, YWCA Member associations, stakeholders, and donors.

## **Position Summary:**

This position reports to the Director of Philanthropy and works collaboratively with other YWCA team members. The Philanthropy/Fundraising Coordinator is responsible for providing administrative fundraising support and donor stewardship.

There is a strong focus on donor stewardship, donor retention and grant-giving via private and corporate foundation strategies, with a Community/Mission-Centric Fundraising framework.

## **Key Responsibilities:**

- Answer fundraising-related inquiries from donors by phone or email daily services in a professional manner.
- Issue tax-deductible receipts and handle various donations such as securities, insurance premium, in-kind, sponsorship, corporate matching gift and legacy following Canadian Revenue Agency (CRA) Guidelines and YWCA Canada's gift acceptance policy.
- Responsible in maintaining and updating in Donor Perfect database.
- Donor and corporate sponsors stewardship process implementation: phone calls, Thank-a-Thon, quarterly e-newsletters, annual reports, and feedback surveys, and sponsorship fulfillment.
- Deploy donor recognition on various mediums, print, website, onsite donors' recognition wall.
- Run various Thank-a-Thon initiatives throughout the year with the participation of CEO, Directors and Board Members, Staff and other volunteers across Canada.
- Write, research and submit grant applications; Responsible grant research and share a list by WAVE, YWCA quarterly newsletter with 32 Membership Associations.
- Update donation online forms, and other online donation platforms such as CanadaHelps, Benevity, Paypal frequently for each campaign..
- Liaise with vendors to deploy Direct Mail Solicitation Campaigns.
- Assist the Philanthropy team in conducting email campaign and digital campaign by synching Donor Perfect donor segment.
- Monitor QuickBooks monthly and liaise with Finance Team to reconcile a discrepancy on donation data between QuickBooks and Donor Perfect.
- Present a monthly report to the Director of Philanthropy with benchmark metrics and campaign cost-effectiveness.
- Assist the Director of Philanthropy to organize National Fundraising Committee meetings 4 times a year inviting 15 local YWCAs across Canada and set up in-person meetings and online meetings using Zoom and take minutes.

- Assist the Director of Philanthropy for a nation-wide data collection 31 local Member Associations and submit the outcomes for grant applications.
- Other duties as assigned.

**Qualifications:**

- Diploma or Certificate relevant to Fundraising as a discipline or equivalent experience.
- A minimum of 3 years of relevant experience in a similar position, non-profit environment preferred.
- Demonstrated experience in customer service and stakeholder engagement.
- An understanding of financial data and accounting processes.
- Experience with donor relationship management systems e.g. Donor perfect and Grant Advance.
- Knowledge of digital communications and marketing tools. E.g. Constant Contact, Facebook ads, google ads.
- Fluency in English. French is considered an asset.

Please submit your resume and cover letter **quoting posting # YWCA-013-21** to [Careers@ywcacanada.ca](mailto:Careers@ywcacanada.ca) by **Sunday, September 26, 2021**. We thank all candidates for applying, only those applicant's moving forward in the recruitment process will be contacted.

Should you require accommodation during the recruitment process please contact [shanks@ywcacanada.ca](mailto:shanks@ywcacanada.ca).

Please visit [www.ywcacanada.ca](http://www.ywcacanada.ca) and <http://www.feministrecovery.ca> for more information.

**The successful candidate will be committed to working from an anti-oppression, intersectional feminist perspective. We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nations, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply.**