MANAGER PHILANTHROPY – INDIVIDUAL GIVING – MID-LEVEL DONORS

Come and join our amazing team as we work towards gender equality in Canada!

The Canadian Women’s Foundation has an exceptional opportunity for the position of Manager Philanthropy - Individual Giving - Mid-Level Donors.

The Canadian Women’s Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

Launched in 1991 to address a critical need for philanthropy focused on women, the Canadian Women’s Foundation is one of the largest women’s foundations in the world. With the support of donors, the Foundation has raised more than $90 million and funded over 1,900 programs across the country. These programs focus on addressing the root causes of the most critical issues and helping women and girls who face the greatest barriers.

POSITION SUMMARY
The Manager Philanthropy - Individual Giving - Mid-Level Donors will be responsible for identification, cultivation and solicitation of new donors as well as managing a portfolio of current donors to grow and deepen relationships that enable sustainable funding. The position reports to the Senior Director, Philanthropic & Planned Giving.

MAJOR RESPONSIBILITIES:
- Manage and steward own portfolio of individual donors and private family foundations ranging from $1,000 to $9,999/year.
- Identify, cultivate and solicit new mid-level donor gifts in collaboration with Foundation staff and volunteers;
- Manage own prospect lists and ensure activity is being tracked;
- Assist Senior Director, Philanthropic & Planned Giving with planning/coordinating logistics for all major donor identification, cultivation and engagement events.
- Identify and develop recognition and stewardship strategies to enhance and deepen mid-level donor relationships;
- Participate in the development team’s yearly operational and budget planning and goal setting;
- Collaborate with Program and Marketing teams in the preparation of individual giving and private family foundation proposals, stewardship reports and other donor communications;

In addition, the successful candidate must understand and perform duties according to the values of the office and work in a manner that will move forward the organization’s mission. Candidates must be exceptional team players, collaborative and handle all information ethically, accurately and confidentially.
QUALIFICATIONS:
- University degree or relevant post-secondary education
- 5+ years experience in individual and private family foundation fundraising
- Demonstrated track record in individual and private family foundation mid-level gift and solicitation activity
- Demonstrated experience with event planning
- Exceptional communication skills (both written and verbal)
- Ability to build and maintain relationships with donors, prospects, co-workers and volunteers
- Solution-oriented with a positive outlook
- Proficiency in Raisers Edge NXT, Microsoft Word, Excel, Outlook and PowerPoint required
- Accuracy and attention to detail
- Excellent organizational skills with the ability to prioritize a diverse workload
- Experience with a national organization and/or women’s issues is an asset
- Commitment to women’s equality
- Fluency in English required and working knowledge of French is considered an asset

We offer an excellent benefits package and a fantastic work environment. This is a position where you can put your multi-tasking skills to good use and grow in a fast-paced feminist team environment. Salary range is $55K-$70K

The Canadian Women’s Foundation is committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission.

Please email your resume quoting reference #PH-002, with a cover letter to: humanresources@canadianwomen.org. We are accepting applications until the position has been filled and will start reviewing them on Monday, March 9, 2020. No phone calls please.

We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.