Philanthropy Coordinator Job Posting

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

The Canadian Women’s Foundation has an exciting opportunity for the position of Philanthropy Coordinator.

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

The Canadian Women’s Foundation is one of the largest women’s foundations in the world. We were launched in 1991 to address a critical need for philanthropy focused on women. With the support of donors, the Foundation has raised more than $100 million and funded over 1,950 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 Philanthropy Coordinator plays a critical role supporting all philanthropic activities. This includes supporting identification, cultivation, solicitation, and stewardship of donors. They help keep accurate donor information; build and maintain strong giving processes; and analyze trends. They are a key facilitator, managing calendars, providing meeting and event support, supporting prospecting and proposals, assisting with volunteer and corporate employee engagement, and more. They understand the central role the Foundation plays in building the financial strength of historically underfunded gender equality-based programs. They understand the responsibility we have to act in transformative, innovative ways that bolster feminist philanthropy in Canada. The position reports to the Vice President of Philanthropy and works in partnership across teams.

MAJOR RESPONSIBILITIES:

Donor Engagement/Stewardship Support

- Assist lead generation, stewardship, cultivation, engagement, and solicitation plans of the philanthropy team
- Assist with prospect research
- Help develop and implement donor communication activities and respond to donor inquiries
Database Support

- Input, update, confirm, and maintain accurate donor and event attendee information, recording interactions and providing reports and lists as required
- Help process gifts and issue tax receipts
- Assist in reporting, contracts, packages, and creating process documents

Administrative Support

- Support activities in all giving portfolios (e.g. existing and prospective major donors, corporate and community donors, third party event donors)
- Manage calendar, conferences, and travel arrangements as needed
- Assist with the identification of and application to speaking opportunities and awards
- Support fundraising meetings (e.g. material creation, venue booking, minute-taking)
- Support updating policies and guidelines according to best practices
- Organize, maintain, and update filing systems in line with data management protocols

Volunteer and Meeting/Event Support

- Assist with donor events and meeting logistics (e.g. travel, reservations, registration, speakers, onsite support, supplies, pre- and post-communication)
- Provide logistical support for major Foundation fundraising events at critical points (e.g. The Exchange)
- Recruit, coordinate, engage, and support volunteers for events and student/campus engagement activities
- Help coordinate corporate employee engagement activities
- Help with engagement and promotion of third-party events (e.g. in-event activations)
- Support team with committee logistics and coordination

QUALIFICATIONS:

- Diploma or Certificate related to relevant discipline and/or equivalent experience
- French and English language capacity is a strong asset
- Understanding of the women’s non-profit sector
- 2-4 years experience in fundraising and/or major gift environment
- Excellent computer skills in Raiser’s Edge NXT, and Microsoft Office
- Proficiency in Luminate an asset
- High degree of accuracy and excellent attention to detail
- Ability to prioritize work and to perform multiple tasks/projects while adhering to deadlines
- Strong sense of urgency; work well under pressure
- Ability to take initiative and ownership of assigned projects; proven ability to carry projects to completion with minimum supervision
- Excellent communication (oral and written), interpersonal, and customer relations skills
- Ability to understand and follow directions and complex protocols
- Demonstrated project coordination skills
• Professionalism, judgment, and discretion in dealing with constituents and the public, especially with confidential or sensitive matters
• Strive for continuous improvement and solicit feedback to improve service
• Ability to work evenings and weekends when needed

We offer an excellent benefits package and 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 $45,000-55,000.

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 number PH-004 with a cover letter to: humanresources@canadianwomen.org. Your resume should be submitted no later than 5:00 PM EST on Friday February 28, 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.