



CONTRACT FUNDRAISING COORDINATOR

Position: Contract Fundraising Coordinator

Schedule: 4-month contract - 37.5 hours per week

Closing Date: December 13, 2021

To work for the YMCA of Central East Ontario is to:

- Work in a diverse and socially inclusive environment
 - Help create meaningful opportunities that impact the lives of individuals
 - Help increase the health of our communities
 - Feel appreciated as an individual
 - Work in an environment where you can make a meaningful contribution
 - Have work-life balance and a family friendly environment to help you balance your personal and work commitments
 - Make a difference in your community
- You can accomplish all of this while having fun in a challenging and dynamic atmosphere!

The YMCA of Central East Ontario is a charity dedicated to strengthening the foundations of community by being a recognized leader and valued partner in the development of healthy communities. This position requires a commitment to the Y mission and core values of caring, honesty, inclusiveness, respect, responsibility, which form the foundations of all Y programs and services.

What You Will Do:

Reporting to the Vice President, Association Services, the Fundraising Coordinator is an integral member of the YMCA's philanthropy team, providing data management and Annual and Capital Campaign support to ensure the YMCA achieves its Fundraising goals. Confidentiality is a key requirement. Coordinating and assisting in the undertaking of donor cultivation, solicitation, stewardship, recognition activities and Cabinet and Committee Meetings are vital responsibilities of this position.

Specific Responsibilities Include:

- Manage and maintain the Annual Campaign and Capital Campaign databases in Raiser's Edge including tracking progress of the Campaigns, assisting in developing and maintaining campaign reporting system and performing regular review of the donor database to ensure accuracy.
- Issue "Official Receipts" for income tax purposes for all qualified donations following CRA standards for the Association.
- Import and export data, extract and analyze data using queries and produce reports from Raiser's Edge.
- Develop and maintain a detailed and effective prospect research management system to support the Campaigns using a variety of online and hardcopy sources.
- Process and manage pledge donations for staff and non-staff donors.
- Provide proactive support to Annual and Capital Campaigns, including drafting correspondence, preparing proposals, campaign packages, briefing notes, reports and presentations.
- Schedule meetings with prospective donors for key leaders and coordinates follow-up.
- Coordinate cabinet and committee meetings, prepare draft agendas and minutes.
- Prepare, coordinate and maintain correspondence, including gift agreements, acknowledgements, reports and reminders.
- Develop, design and ensure processing of YMCA Campaign promotional materials, thank you letters, solicitation letters, newsletters and holiday mailings.
- Provide Staff support to Financial Development Committees; aligning and coordinating systems for donor communication and recognition for the Association.
- Any additional support/task as may be needed by the Vice President, Association Services and President & C.E.O.
- Provide staff support to Strong Kids Campaign Committees; includes tracking, reporting, stewardship, providing correspondence and assisting with recruitment.
- Assist and support fundraising and special events throughout the Association.

REPORTING RELATIONSHIPS:

Reports to the Vice President, Association Services

WORKING CONDITIONS:

- If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid medical or other human rights exemption
- Requirement of Standard First Aid and CPR
- Clear Criminal Record and Vulnerable Sector check
- Variable hours – may include evenings and weekends
- Multiple time and task pressures
- May include out of town meetings, training, travel, and work
- Valid Driver's license and transportation is required

EDUCATION/TRAINING/QUALIFICATIONS:

- Excellent interpersonal and communications skills and a demonstrated ability to work effectively and constructively with a diverse group of staff, volunteers and donors.
- Demonstrated ability to organize work, set priorities, meet multiple deadlines with a strong attention to detail.
- Superior communication skills, both verbal and written; ability to communicate in a professional, diplomatic and tactful manner.
- Post-secondary education in a related field.

EXPERIENCE:

- Experience with word processing and spreadsheet software (ideally Microsoft Office). Proficient with utilizing Raiser's Edge Software.
- Minimum 3 years progressive fundraising experience and database management desired.

CORE COMPETENCIES:

1. Communication
2. Commitment to Organization Vision & Values
3. Service Orientation
4. Quality Focus
5. Teamwork
6. Planning & Organizing

How to Apply:

All interested candidates are to submit a resume to:

Carly Butterworth
Human Resources Manager
carly.butterworth@ceo.ymca.ca

Applications will be received until December 13, 2021

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that with the high amount of applicants, only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.