



FUNDRAISING COORDINATOR

Position: Fundraising Coordinator

Location: Belleville Association Services

Schedule: Full Time 37.5 hours per week

Closing Date: April 11, 2022

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.

Why work for our charity?

The YMCA of Central East Ontario is a leading charity committed to strengthening the community through youth development, healthy living and social responsibility. We are guided by values that influence our actions and the decisions we make: Caring, Honesty, Respect, Responsibility and Inclusiveness. The YMCA provides our employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. Our vision of Strong Kids, Healthy Families, Inclusive Communities helps guide our work and strategic priorities.

The YMCA of Central East Ontario is at an exciting point of transformation. We are seeking a strategic-thinking, flexible, organized and passionate person to join our team and help to continue to bring our vision to life.

What You Will Do:

Reporting to the Vice President, Association Services, you are an integral member of the YMCA's philanthropy team, providing Annual and Capital Campaign support and data management to ensure the YMCA achieves its Fundraising goals. In this position you will also have the opportunity to meet and develop relationships with key community leaders and YMCA donors and supporters. Additionally, you will coordinate and assist in the undertaking of donor cultivation, solicitation, stewardship, recognition activities and Cabinet and Committee meetings.

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, presentations, tracking, reporting, stewardship, and assisting with recruitment.
- Schedule meetings with prospective donors for key leaders and coordinate 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.
- Assist and support fundraising and special events throughout the Association.

EDUCATION/TRAINING/QUALIFICATIONS:

- Excellent interpersonal 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 or similar Software.
- Minimum 3 years progressive fundraising experience and database management desired.

WORKING CONDITIONS:

- 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

What the YMCA of Central East Ontario has to offer:

- Pension plan is offered to all once staff qualify
- YMCA membership
- Staff discounts for Child Care
- Health, Rx, vision, dental, long term disability, and life insurance for full time, permanent employees
- Employee Assistance Program
- Training and development opportunities
- A rewarding job

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 April 11, 2022

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.