



YWCA Toronto is an association of diverse and caring women dedicated to improving the lives of women and girls through dynamic leadership, advocacy and a range of unique and essential services that promote personal growth and economic independence.

Internal and External Job Posting

Manager of Major Gifts and Annual Giving Philanthropy Department

YWCA Toronto is dedicated to improving the lives of women and girls. Our programs promote equality, economic security and lives free from violence. We help women and girls flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also engage in systemic advocacy.

Reporting to the Director of Philanthropy, the Manager of Major Gifts and Annual Giving, is responsible for the overall management and success of the YWCA Annual Giving Program and Major Gifts Program, specifically, for the development, implementation and on-going evaluation of the annual fundraising strategies which include direct mail, electronic giving, foundation proposals, memberships and major gift solicitation. This is a middle management position. The incumbent manages some aspects of the departmental administration and contributes to the overall development of the Association and participates, as a member of the Management team, in setting priorities and achieving Association goals.

You will have: advanced knowledge of fundraising, communications and marketing normally acquired through completion of a graduate degree in Philanthropy, Communications or Marketing; the work involves the mastery of concepts and theories in the fundraising and marketing field, with seven to ten years of directly related experience; a CFRE designation is preferred; a commitment to philanthropy and advanced knowledge and proven track record in development with experience in managing Annual Giving Programs (or components) and Major Gifts, such as grant proposals, direct mail and donor campaigns; knowledge of professional fundraising theory and practice, and donation administration and management; creative ability in developing mission-related fundraising ideas; ability to manage multiple priorities and meet deadlines; exceptional communication skills: verbal and written; advanced ability to research and analyze complex concepts and plan strategically; superior organizational and administrative skills; fluency with fundraising management software – knowledge of GT Pro is a definite asset; superior knowledge of current computer applications, including word processing, spreadsheet and database management software, and Outlook; Internet skills are a must; excellent communication skills, both verbal and written, and effective public speaking experience; advanced ability to research and analyze complex concepts and plan strategically; ability to develop relationships quickly and exercise participatory leadership; proven ability to work with people from various cultures and backgrounds; sound judgment and diplomacy; a thorough knowledge and appreciation of delivering services to women and girls, and of access and equity issues, with contacts in a variety of sectors. **Core Competencies:** understand and support the mission and beliefs of YWCA Toronto; incorporate principles of anti-oppression and equity at YWCA Toronto; be an ambassador for YWCA Toronto to promote a culture of philanthropy through respectful, proactive relationships with donors and within the YWCA; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

The hours of work for this position are 35 hours per week in accordance with the management hours of work policy. The salary range for this position is \$64,544 to \$75,933 per annum (Level M9), plus comprehensive benefits. **Note:** restriction on vacation two weeks prior to signature event and, scheduled Annual Giving Program Activities.

Please note: A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit. For internal applicants, this position is not secondable.

Submit cover letter and résumé by Friday, January 27, 2012 to: Lisa Lemon, Director of Philanthropy. YWCA Toronto. 87 Elm Street, Toronto, ON, M5G 0A8. FAX: (416) 961-7739

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone enquiries please.

YWCA Toronto is a perfume free environment.

Posting Date: January 10, 2012