



A TURNING POINT
FOR WOMEN



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

Research and Information Management Assistant 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 Manager of Major Gifts and Annual Giving, the Research and Information Management Assistant is responsible for developing research based profiles on individual, corporate, and foundation prospects and donors, for special project funding and annual program support, as well as ensuring information is stored, archived and maintained properly. The position also provides support to the Donor Services and Operations Officer regarding gift processing.

You will have: in-depth knowledge of an academic or technical discipline normally acquired through completion of an undergraduate degree in a related field; one to three years experience in non-profit research, or related fields; ability to make sound judgement; demonstrate the ability and fortitude to identify new prospects; ability to maintain confidential information in an appropriate manner and an ability to use judgement in the wording and inclusion of pertinent and sensitive information; strong written and verbal communication skills, attention to detail and aptitude for logical thinking; commitment to ethical professional practice and an ability to effectively interact and maintain good relationships with all Association staff and volunteers; exceptional computer skills, including proficiency in Microsoft Office software, spreadsheets and Sage 100 database or similar donor management system; savvy research skills using online and traditional information sources; experience working in the non-profit sector, and with sensitive and confidential information; demonstrated ability to work in a team environment and meet goals in a timely manner; superior organizational and administrative skills. **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. The salary for this position is \$39,801 per annum (Level 3), plus comprehensive benefits.

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 within the Bargaining Unit. Please indicate on your cover letter if you are an internal candidate. For internal applicants, this position is not secondable.

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

Internal Deadline: Monday, January 30, 2012

External Deadline: Wednesday, February 1, 2012

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 20, 2012