



NATIONAL ADVOCACY.
COMMUNITY ACTION.



YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing. We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality.

Internal and External Job Posting

Annual Giving Officer

Philanthropy

JOB ID: PHIL941-Repot

Employment Type:	Full-Time, Permanent
Work Hours:	35 hours per week
Salary:	\$52,348 to \$59,932 (L6) annually, plus comprehensive benefits
Location:	87 Elm Street, Toronto, ON M5G 0A8
Start Date:	As Soon As Possible
Internal Application Deadline:	Tuesday, October 10, 2023
External Application Deadline:	Thursday, October 12, 2023

JOIN OUR TEAM

The Annual Giving Officer works closely with the Manager of Annual Giving to develop and execute all annual giving revenue programs and initiatives (including direct response, monthly giving leadership and tribute giving) aimed at acquiring, renewing, acknowledging, engaging and cultivating donors with a goal of expanding an unrestricted revenue stream in support of YWCA Toronto key programs and services.

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

ABOUT YWCA TORONTO

YWCA Toronto is dedicated to improving the lives of women, girls and gender diverse people. Our programs promote equality, economic security and lives free from violence. We help women, girls and gender diverse people 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.

KEY RESPONSIBILITIES

- Assist the Manager in developing and executing all annual giving revenue programs and initiatives;
- Co-ordinate all production aspects of direct response appeals (i.e. direct mail, tele-fundraising and digital) including timelines, copy, approvals, artwork production and budget reviews with internal and external partners;
- Coordinate and ensure accuracy of donor and mailing lists and implement mailings;
- Support tribute giving programs and oversee the evolution of "Adopt-A-Family" campaign including promotion and donor stewardship;
- Implement and review monthly giving program including promotion, on boarding, stewardship and upgrading;
- Develop and execute e-solicitations and digital campaign strategies;
- Document standard procedures and guidelines as required to ensure consistency;
- Assist in the overall donor retention and stewardship processes of the organization and Philanthropy Department including making thank you calls, writing and updating thank you letters and participating in tours and events;

- Provide back-up support to the Database Officer and Donor Services and Administrative Officer for gift processing and perform other administrative duties as assigned to ensure the smooth and successful operation of the Development team.

QUALIFICATIONS

- In-depth knowledge of an academic or technical discipline normally acquired through completion of an undergraduate degree in a related field (**we acknowledge that some levels of formal education can be a barrier and we welcome applications from individuals who have acquired the knowledge required for this position in different ways**);
- Three to five years' experience in Annual Giving in the non-profit sector;
- Ability to maintain confidential information in an appropriate manner and an ability to use judgment in the wording and inclusion of pertinent and sensitive information;
- Excellent written and verbal communication skills, superior attention to details and strong aptitude for logical thinking and data analysis;
- Digital fundraising experience and strong web-based writing and campaign skills;
- 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, email applications, digital platforms and Raisers Edge database;
- Experience working 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;
- Understanding of and experience with donor cycles, stewardship and cultivation;
- Knowledge and experience identifying, exploring and implementing donor engagement opportunities;
- Knowledge and experience in list acquisition and data instructions;
- Understanding and knowledge of CRA guidelines and the Privacy Legislations.

NOTE- Vacation Restrictions: Not (more than one-week) vacation time during peak fundraising season at year-end between November 15 and Dec 31.

Vaccination Policy: In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees, students and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by Toronto Public Health.

HOW TO APPLY

Please submit your cover letter and résumé to as a single document to Mitzi Reinsilber, Manager of Annual Giving, at philanthropyjobs@ywcatoronto.org. **Please quote JOB ID number PHIL941-Repost and your name in the subject line.**

Please note: A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. **Please indicate on your cover letter your email subject line, if you are an internal candidate.** For internal applicants, this position is not secondable.

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

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

Posting Date: September 29, 2023