

Philanthropy Coordinator

Job Posting

The Opportunity

We are seeking a Philanthropy Coordinator to support fundraising and engagement efforts of Canada's largest public foundation for gender equality. Reporting to the Director, Philanthropy - Corporate Partnerships, this position is primarily focused on assisting the corporate fundraising team. This role will primarily support two high performing corporate fundraisers as they build partnerships that support women, girls, and gender-diverse people to move out of poverty and out of violence and into confidence and leadership.

This position will also support the overall fundraising team by supporting the planning, organization, and day-to-day administration of a small but growing team. The role will be joining a close-knit, creative, and results-oriented team that is driven by shared values and purpose.

The Ideal Candidate

The ideal candidate is personable, organized, and values-driven with a commitment to customer service and finding solutions. They will have some familiarity with fundraising or non-profit environments and deeper experience in administration, operations, and managing projects.

They will be self-motivated, empathetic, and systems-oriented with a love of creating and maintaining simple, efficient processes that keep everyone on track. They can manage multiple tasks and while they are independent, they are not afraid to ask questions and take feedback.

They will be committed to anti-racist/anti-oppressive practices, understand intersectional feminism and be committed to working in a collaborative environment with many internal and external stakeholders.

Key Duties and Responsibilities

Supporting corporate partnerships

- With direction by the corporate fundraising team, support donor and partner activations by ensuring corporate donors are thanked and receive receipts, receive regular communication and appropriate recognition, and get their social and website requirements fulfilled. Also ensures our database is kept up to date.
- With oversight from the corporate fundraising team, maintain and grow a portfolio of Corporate Donors and Cause Marketing partners.

Team support

- Respond to partnership and donor inquiries in a timely manner.
- Maintain shared communication and planning tools (calendars, critical paths, moves management processes) and maintain budget.

- Support thanking and create and support the distribution of stewardship and cultivation communications.
- Working with a team, support VP and CEO's fundraising efforts by recording actions, managing bookings, and triaging requests.

Qualifications

Education - Diploma, relevant Certificate, or equivalent experience

Experience - Minimum 1 year experience in a fundraising/non-profit environment or 2 years of experience in relevant field.

Location - This position is based in the GTA. While we are currently working remotely, occasional travel to our Toronto office to support with events and other fundraising activities may be required. Some flexibility may be required to support events and volunteers in other Canadian time zones.

We are seeking a candidate who is aligned with Canadian Women's Foundation's mission, vision, and core values, and who has a blend of skills and experience in some of the following:

- Demonstrated proficiency in Microsoft Office and constituent relationship management database (ie Raiser's Edge)
- Excellent interpersonal skills
- Excellent communication (oral and written) and customer relations skills.
- Ability to prioritize work and perform multiple tasks in a fast-paced environment while adhering to deadlines.
- Ability to work independently and take initiative and ownership of assigned projects, and proven ability to carry projects to completion with minimum supervision.
- Ability to understand and follow directions and complex protocols
- Demonstrated project coordination skills.
- Demonstrate professionalism, judgment, and discretion in dealing with constituents and with confidential or sensitive matters.
- Strive for continuous improvement and solicit feedback to improve service
- Demonstrated commitment to anti-racism and an understanding of the principles of intersectional feminism
- Understanding of the gender focused non-profit sector

About the Foundation

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

Launched in 1991 to address a critical need for philanthropy focused on women, the Canadian Women's Foundation is one of the largest women's foundations in the world. With the support

of donors, the Foundation has raised more than \$130 million and funded over 2,500 programs across the country. These programs focus on addressing the root causes of the most critical issues and helping women and girls who face the greatest barriers.

The Philanthropy team at the Foundation is currently five purpose driven, highly capable people and is growing to seven. The fundraising goal is an achievable \$4.4 million and in the next three years we are planning for 20% growth, year over year. The past 18 months has seen a significant groundswell of support from corporations and individuals. The Philanthropy team is embracing the opportunity to welcome and retain new donors by deepening engagement, improving internal systems and testing creative new ideas.

The Canadian Women's Foundation aims to be inclusive of diverse people across gender and sexuality spectrums. We focus our efforts on supporting those who face the most barriers and have least access to relevant services. This includes people who identify as women, girls, trans, Two-Spirit, genderqueer, non-binary, and 2SLGBTQI+.

Compensation

The salary range for this position begins at \$45,000 and can be negotiated based on experience. We offer a competitive benefits package and a generous vacation package and a computer with applicable software will be provided.

The Process

Please submit one document that includes:

- A one-page cover letter outlining why you want to be part of the Canadian Women's Foundation and briefly summarizing your key skills and relevant experience.
- A two-page resume that provides an overview of your work, education and volunteer experience

The deadline for submission is 5:00pm ET, Friday, November 26, 2021. Please email the document to humanresources@canadianwomen.org and indicate 'Philanthropy Coordinator' in the subject line. The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their covering letter.

We thank all applicants for their interest; however, only those selected for a first interview will be contacted. We anticipate 2-3 rounds of interviews before the successful candidate is selected.