

**Position:** Philanthropy Coordinator  
**Immediate Supervisor:** Director, Leadership Giving  
**Location:** Ontario (remote)  
**Start date:** December 2021 (8-week position)

Outward Bound Canada is committed to helping Canadian youth change the trajectory of their lives. With young people desiring to thrive in an unpredictable and changing world, OBC, a registered charity, offers social-emotional education through experiential adventures in the outdoors. Since 1969, OBC has inspired over 150,000 participants, with a particular emphasis on providing greater access to those facing socioeconomic barriers, to discover their potential. These experiences develop resilience, social and emotional intelligence, and environmental leadership to contribute to a better, more compassionate, and resilient society. The impact of our work on young people in Canada is found in our recent [case for support](#).

### **ABOUT THE POSITION**

The Coordinator will report to and work closely through a mentoring relationship with the Director, Leadership Giving, and other members of the philanthropy team to advance the fundraising efforts. Responsibilities include processing donations, database management, prospect research, and other departmental initiatives and will also contribute through other departmental support as needed.

### **DUTIES AND RESPONSIBILITIES**

- Process donations.
- Perform donor stewardship duties including preparing all acknowledgment letters, tax receipts, and other donor correspondence for all donors, answering donor questions regarding their tax receipts;
- Oversee all aspects of database management for the Philanthropy department, including:
  - Perform all aspects of data entry, including inputting donations; inputting, updating, and maintaining donor and prospect records; etc.;
  - Act as the Salesforce “Super-User” for the Philanthropy department by leading the process to customize Salesforce for the needs of Philanthropy and implement the required architecture in collaboration with the IT department;
  - Develop a user manual for Philanthropy staff and administer training to all Salesforce users in Philanthropy;
  - Create monthly fundraising reports and other database reports as needed.
- Conduct prospect research, prepare prospect/donor profiles as requested, research, and prepare lists based on criteria provided for the consideration of Philanthropy department staff.
- Maintain all donor files, track and save all documentation related to donors, including pledge forms, tax receipts, other correspondence, etc. and update all relevant tracking sheets in a timely fashion.

- Coordinate productions and mailing of directing marketing campaigns.
- Provide support for events and external meetings as needed including assembling prospect/donor kit and other support as required.
- Perform administrative tasks as needed, prepare and distribute notices, agendas, minutes, etc.; prepare materials for distribution. (i.e. copying, filing, mailing, e-mailing).
- Perform other duties as assigned by members of the Philanthropy Department.

#### **SKILLS AND EXPERIENCE DESIRED**

- A relevant college or university degree in philanthropy, marketing and/or communications, business administration, or related field from a recognized post-secondary institution.
- A minimum of two years experience in an administrative position, preferably in a not-for-profit development office.
- Working knowledge of Salesforce is an asset.
- Strong communications skills (editing, verbal, and written).
- Proficiency in Microsoft Office Suite software.
- Demonstrated abilities to work as a team player and to facilitate and mobilize support.
- Resourcefulness, initiative, and flexibility.
- Ability to meet deadlines.
- Position requires a police background check, including a Vulnerable Sector Check.

Compensation: \$16.75 per hour, 35 hours/week

#### **READY TO APPLY?**

Please send cover letter and CV to [employ@outwardbound.ca](mailto:employ@outwardbound.ca) indicating “Philanthropy Coordinator” in the subject line.

The position is in collaboration with Canada Summer Jobs and has eligibility criteria including:

- Between 15 and 30 years of age (inclusive) at the start of employment.
- A Canadian Citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee protection act.
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations

Application deadline: December 10, 2021, by 5 pm EST, applications will be reviewed on a rolling basis.

Outward Bound Canada is an equal opportunity employer, we recognize that people come with a wealth of experience beyond the technical requirements of a job, if your experience is close to what you see listed, please consider applying. Outward Bound Canada strives to have a broad representation that is reflective of the diversity of Canada and values the diversity of people and communities and is committed to inclusion in our organization. We encourage applications from all

individuals who will help us achieve our goals, including women, racialized people, members of the 2SLGBTQIA+ community, and all other equity-deserving groups.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. Please let us know if you require accommodations at any stage during the hiring process.