

Philanthropy Coordinator

Outward Bound Canada is committed to inclusion and strives to have broad representation that reflects the diversity of Canada. We encourage applications from candidates who identify as Black, Indigenous, People of Colour or People of the Global Majority, members of the 2SLGBTQIA+ community, and all other equity-deserving groups.

THE ROLE

Reporting to the Director, Leadership Giving, the Philanthropy Coordinator is part of an exciting, fast-growing charitable organization. Working as part of a dynamic fundraising team, the Coordinator will provide stewardship support including database management, prospect research, processing donations, account reconciliation, acknowledgment letters, and reporting. The successful candidate is a personable self-starter with administrative experience – someone who is comfortable juggling many competing priorities and thrives working with people. This person is also familiar with (or eager to learn) about the wider philanthropy cycle.

WHAT WE OFFER

Location: Remote - Ontario

Salary: \$50,000-\$52,500

Benefits: Comprehensive benefits package and Employee Assistance Plan

Term: Regular Full Time

Supervisor: Director, Leadership Giving

Application Deadline: March 18, 2022

Anticipated Start Date: April 2022

OPPORTUNITY FOR IMPACT

- Process donations.
- Perform donor stewardship duties, including:
 - Prepare all acknowledgment letters, tax receipts, and other donor correspondence for all donors;
 - Answer donor questions regarding their tax receipts.
- Oversee all aspects of database management for the Philanthropy department, including:
 - Data entry, including inputting donations; inputting, updating, and maintaining donor and prospect records; etc.;
 - Act as the database “Super-User” for the Philanthropy department by leading the process to customize the database 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 users in Philanthropy;
 - Create monthly fundraising reports and other database reports as needed.

- Conduct prospect research including:
 - 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, including:
 - Track and save all documentation related to donors, including pledge forms, tax receipts, other correspondence, etc.;
 - Update all relevant tracking sheets in a timely fashion.
- Coordinate productions and mailing of direct marketing campaigns.
- Provide support for events and external meetings as needed including the assembly of prospect/donor kits.
- Perform administrative tasks as needed including:
 - 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.

WHAT YOU BRING

OBC recognizes relevant skills and knowledge can be gained through volunteer and life experiences as well as professional and educational backgrounds. Please outline in a brief cover letter how you have gained the following experiences, and how you would apply them to this role:

REQUIREMENTS

- 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.
- 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.
- Fully vaccinated against Covid-19.
- Clear Vulnerable Sector check.
- Personal commitment to equity and inclusion in the outdoors.
- Understanding of how systems of oppression take shape in workplaces and a desire to shift the balance of power and privilege to center underrepresented voices.
- High level of cross-cultural competence, in recognition, that Outward Bound Canada works with students and partners from a diversity of communities and backgrounds
- Passionate about the Outward Bound Canada mission, an interest in outdoor pursuits, and a desire to help get young people outdoors for transformative experiences.

ASSETS

- Working knowledge of a CRM database an asset (e.g., NetSuite, Salesforce, Raiser's Edge, etc.)

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. Therefore, we strongly encourage applications from people who will increase representation and invite applicants to outline their unique perspectives in their application.

LET'S CONNECT!

Apply for this position by submitting your cover letter and resume as one PDF using [this form](#).