

## JOB POSTING

<b>Job Title:</b>	Philanthropy, the Donor Stewardship and Engagement Coordinator	<b>Status:</b>	Full-time
<b>Department:</b>	Philanthropy and Communication	<b>Union:</b>	Excluded
		<b>File #:</b>	19-FC - 20
<b>Posting Date:</b>	May 8, 2019	<b>Posting Close:</b>	May 23, 2019

**Dixon Hall Neighbourhood Services** is multi-service agency located in the heart of east downtown Toronto. For 90 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

### VISION, MISSION AND VALUES

Dixon Hall Neighbourhood Services is committed to a vision of a city where everyone thrives. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care, compassion, and accountability.

### GENERAL ACCOUNTABILITIES

Reporting to the Senior Manager, Philanthropy, the Donor Stewardship and Engagement Coordinator is responsible for performing a variety of fundraising and administrative duties in support of the Philanthropy and Communications team. Responsibilities will include administrative tasks in addition to more complex fundraising duties such as maintaining contact with key donors, assisting with fundraising events, supporting the implementation of fundraising campaigns.

### DUTIES AND RESPONSIBILITIES

- Work with fundraising and communications team to implement the annual fundraising strategy
- Provide support to the fundraising team to execute all logistic details associated with engagement, solicitation or stewardship events. This may include and not be limited to compiling invitation lists, preparing briefing packages, developing invitations/display materials, designing takeaways, obtaining donor awards or plaques, securing venues and catering, and executing post-event follow up.
- Prepare and implement stewardship plans for foundations, corporate partners and individual donors (major gift and mid-level donors), including creating donor stewardship reports, and arranging agency visits for donors
- Schedule volunteer opportunities for corporate partners
- Maintain the donor database including database clean-up and pulling lists from database
- Provide administrative assistance in support of all fundraising and communications initiatives including fundraising events, direct marketing campaigns, e-mail appeals, newsletters and other mailings.
- Coordinate the preparation of official donation receipts and assist with creating receipts during high volume events/activities
- Participate with social media presence on Facebook and Twitter pages as it relates to donor stewardship and engagement.

- Coordinate website updates to support fundraising appeals
- Capture and document donor and client stories to be used in upcoming fundraising campaigns.
- Prepare drafts reports, background documentation and assist with prospect research
- Participate in stewardship activities including phone calls to donors.
- Greet and support donation deliveries/interactions at the office.

This job description does not represent a complete account of the duties and responsibilities of the job but rather a summary of those duties and responsibilities in effect at the time of writing. The role and its responsibilities will evolve as the Agency grows and develops to meet community and client needs. Future responsibilities will include such duties as assigned in keeping with the developing nature of the job.

## QUALIFICATIONS

- Diploma in marketing, communications, fundraising or equivalent.
- One to three years' work experience in a fundraising or related role.
- Experience with donor tracking data system (i.e. Sumac, Raiser's Edge) and extracting data to support fund activities along with a solid knowledge of Microsoft Office programs.
- Develop and maintain effective working relationships with government, community organizations and major stakeholders.
- Ability to work collaboratively with personnel at all levels across multiple programs/areas.
- Ability to develop and maintain excellent relations with community organizations, networks and funders.
- Strong written and verbal English language communication skills with a strong ability to exchange knowledge
- Superior organizational, analytical, problem solving abilities; Ability to manage multiple projects and deadlines, prioritize, take initiative.
- Self-directed and independent, as well as proven experience in working effectively as an inter-disciplinary team member and in collaboration with other community professionals.
- Must be qualified to work in Canada.
- Able to complete a Vulnerable Persons Police Check that produces a "Clear" result.

We encourage you to submit your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) on or before **May 23 , 2019 at 4 p.m.** quoting file # 19-FC- 20 in the email "Subject" line.

**\*\*Internal Applicants,** please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.