

**Coordinator Philanthropy
Annual & Mid Level Giving**
(Permanent Full-Time)

Position Summary:

Philanthropy Coordinators at St. Michael's Foundation are part of a dynamic, diversified and talented team of fundraising experts. This role's primary responsibility will be to support the Annual Team, through the management and coordination of cultivation, solicitation, retention and stewardship activities to maximize donor support.

This position works closely and collaboratively with a dynamic philanthropy team, in the rollout of effective and sustainable programs to achieve targets and other agreed financial and non-financial goals for this vital portfolio for St. Michael's Hospital and Providence Healthcare.

Major Responsibilities:

RESPONSIBILITY – Fundraising Support

Activities:

- Actively contributes to the overall success of direct marketing, mid-level giving, monthly giving and/or tribute campaigns, including supporting the execution of print, digital and telemarketing campaigns, as well as donor calls and meetings
- Gathers content, assets (e.g. photos, signatures, logos) and stories for campaigns
- Coordinates interviews between vendor(s), patient volunteers, physicians and/or researchers
- Works closely with senior team lead(s) to support copy/creative rounds, which includes proof-reading campaign content and consolidating edits
- Works with senior team lead(s), external partners and internal stakeholders to obtain copy and creative approvals
- Manages project timelines and adheres to critical paths as well as supporting the senior team lead(s)
- Supports print production projects as needed (e.g. marketing collateral for monthly and mid-level giving programs and impact reports)
- Supports annual and mid-level programs to successfully cultivate, solicit, retain and steward donors, prospects and volunteers to meet fundraising goals
- Drafts correspondence, reports, invitations and other communications to support the annual program and track achievements
- Communicates with donors, hospital staff and volunteers to provide information and follow-up:
- Reviews and tracks funds and reports on use of gifts, as assigned
- Updates donor information in Raiser's Edge database
- Prepares donor cultivation, solicitation and stewardship packages, call reports and meeting notes as requested

- Produces prospect lists, gift information and action lists from the database in a timely and efficient manner
- Assists in the coordination of hospital tours for current and prospective donors

RESPONSIBILITY – Operations Support

Activities:

- Ensures timely distribution of welcome packages to new donors and thank you letters to loyal monthly donors
- Prepares and distributes reports and presentation material using various software tools including but not exclusive to: Microsoft Word, Excel, Raiser's Edge NXT, and Power Point
- Processes invoices and completes appropriate gift processing forms
- Provides ongoing coordination with vendors and the gift processing team to ensure that donor gifts, pledges/reminders, tax receipts, and thank you letters are processed and issued in a timely manner
- Ensures proper electronic and hard copy filing of proposals, donor gift agreements, acknowledgements, stewardship letters, reports and correspondence
- Organizes electronic files and campaign material, data, analysis reports and invoices

RESPONSIBILITY – Volunteer Management Support and Event Management

Activities:

- Assists Annual Team with key volunteer and donor initiatives
- Supports the ongoing cultivation, stewardship and retention of donors in the program
- Organizes meetings including room bookings, catering if necessary, agendas, minutes, preparation of presentations, handouts and other materials including financial and background information
- Works with events team to develop logistics and other details associated with the planning and execution of successful stewardship and cultivation events, including catering, day-of-event logistics, appropriate donor recognition, donations processing and acknowledgements
- Tracks attendance for meetings, special events, receptions and initiates telephone follow-up and confirmation
- Maintains timely, consistent and accurate coding of donor records in the database

RESPONSIBILITY – Other

Activities:

- Works as a team player promoting a positive and professional work environment and conduct role with integrity, trust and respect
- Acts as an ambassador, positively representing the hospital and the foundation

- Abides by the policies and procedures of the Foundation and Unity Health Toronto
- Abides by the Occupational Health and Safety Act, and works in a manner that is safe, reporting incidents immediately to direct supervisor
- Performs other duties as assigned in order to meet the overall goals and objectives of the foundation
- Operates within the culture and core values of the organization

Qualifications/ Skills Required:

- Post-secondary education in a related field – college minimum, university preferred - or a combination of comparable skills and experience.
- Minimum of 1-year of experience working in a fundraising environment.
- Excellent communication skills both written and verbal.
- Demonstrated proficiency working with computer applications on a Windows platform (Word, Excel, PowerPoint, electronic mail/scheduling, internet)
- Previous experience working with databases (particularly Raiser's Edge) is an asset.
- Excellent interpersonal skills and very strong person-to-person relationship-building skills.
- Excellent problem solving skills and demonstrated ability to prioritize multiple and changing demands.
- Demonstrated ability to handle multiple priorities and be self-motivated in a high-pressure and demanding work environment.
- Proven ability to exercise diplomacy and good judgment.
- Exemplary attention to detail with excellent planning, organizational and time management skills.
- Ability to work independently using an above-average level of initiative.
- Ability to work as part of a fundraising team.
- Ability to maintain confidentiality.
- Demonstrated commitment to and understanding of the mission and values of St. Michael's Hospital and Providence Healthcare.
- Willingness to work flexible hours, including some evenings and weekends.

Salary Range

Compensation range: \$55.3k - \$65k.

Note:

As a condition of employment, all external hires will be required to submit proof of COVID-19 vaccination or documentation unless a valid accommodation under the Ontario Human Rights Code exists. Please note, if you are extended an offer of employment, you will be required to provide proof of vaccination in Ontario QR Code format. All internal candidates must be in compliance with Unity Health Toronto's COVID-19 Vaccination Policy.

How to apply: Click on the link which you take you directly to the posting on our career website:

<https://unityhealth.to/careers-at-unity-health-toronto?JobNumber=908538>