



# Employment Opportunity

## YMCA Northumberland currently has an opening for the following position: **Manager Philanthropy**

**Position Status:** Full-Time; 40 hours per week

**Salary Range:** \$65,000 - \$72,000 (commensurate with experience)

**Benefit Package:** Health and Dental after 6 months; YMCA Membership; YMCA pension after 2 years

**Reports To:** Director – Marketing, Communications and Philanthropy

### **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people. This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Inclusiveness and Respect, as well as a commitment to building developmental assets in children and adults.

### **Position Summary:**

The Manager of Philanthropy is responsible for the planning and execution of all aspects of development including annual, capital, endowment and major gift campaigns. As a relationship centric leader, you will ensure that the YMCA's Philanthropic strategy is realized through a variety of campaigns, grant writing and fundraising initiatives.

### **Responsibilities:**

- Plan for and secure, individual, family foundation and corporate giving at all levels with emphasis on major gifts.
- Support the Capital Campaign from its initial planning stages through to full execution, working with the Philanthropy Committee to outline campaign phases, and develop and implement strategies to meet fundraising targets.
- Provide Association wide leadership to all Philanthropic/Grant development activities.
- Identify, cultivate and solicit prospective donors, with focus on individuals, family foundations and corporations.
- Lead face-to-face solicitation calls, championing donor cultivation, solicitation and stewardship.
- Optimize the YMCA's online giving, other direct philanthropy campaigns and special fundraising events.
- Accountable for establishing annual fundraising goals and other key metrics in consultation with the President & CEO.
- In consultation with the President & CEO; as lead of Philanthropy, develop a 5-year plan to increase giving for the Association in alignment with the Strategic Plan.
- Work with other members of the Philanthropy & Marketing team to implement donor recognition and stewardship programs.

- Provide leadership in the development, planning, and optimization of special events related to the Strong Communities Annual Campaign.
- Work collaboratively with internal departments to achieve Philanthropic goals.
- Identify, write and secure grants – funding opportunities for community-based programs and initiatives.
- Develop and implement new philanthropic initiatives related to endowment/planned giving.
- Work collaboratively with the Marketing and Communications team to strengthen the overall positioning, case for support, and to develop campaign related communication materials.
- Ensure all financial reporting for Philanthropy complies with YMCA policies and procedures, Canada Revenue Agency (CRA) and legal requirements and is aligned with industry best practices with the support of the Finance Team.
- Maintain up to date knowledge of current and emerging charitable sector trends and legislation.
- Participate in internal leadership and Board of Director meetings as required.
- Supervise and support philanthropy staff when applicable, as well as supervise any Interns/Co- Op Students working within the Philanthropy portfolio.
- Work in collaboration with the Board of Directors’ Philanthropy Committee to effectively identify, cultivate and steward donors.
- Engage with key members and volunteers within the YMCA community and effectively interact with staff, the Board of Directors (including Philanthropy committee), donors, YMCA Canada and a variety of community partners.
- Demonstrate a strong understanding of all gift related policies and procedures and ensures ethical compliance, as defined by the Association’s Philanthropy Policy.
- Responsible for overseeing and supporting the recruitment and training of campaign volunteers.
- Work with Philanthropy and Membership Services staff to ensure that all fiscal and donor information is accurately recorded, kept confidential and maintained in Association’s software and other systems.
- Work with the Financial Management Team to ensure reports, budgets and information are accurate and available in a timely manner for various stakeholders as required (President & CEO, Board of Directors, Philanthropy Committee, fundraising volunteers, department fundraising leads, YMCA Canada).
- Support the Chair of the Philanthropy committee of the Board of Directors in the preparation and delivery of presentations related to philanthropy activities.

**Qualifications:**

- Post-secondary degree or certification preferably in fundraising or related field (CFRE)
- Minimum 5 years of fund development experience and delivery of community and special events fundraising
- Experience in the design and execution of annual fundraising campaigns
- Experience in the design and execution of a capital campaign
- Experience in a leadership role including working with Board of Directors
- Knowledge of legislative requirements with respect to charitable gifts and receipting
- Excellent grant writing skills and strong research skills

- Exceptional organizational and project management skills.
- Driver's license and reliable vehicle
- A clear and satisfactory Criminal Reference Check inclusive of the vulnerable sector search required prior to first day of work. Police Checks are reviewed on a case-by-case basis

**Competencies:**

**Commitment to Organization Vision and Values**

Demonstrates and promotes a personal understanding of and appreciation for the Mission, Vision, Strategic outcomes and values of the YMCA

**Communication**

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA

**Relationship Building and Collaboration**

Builds positive interactions both internally and externally to achieve work related goals

**Planning and Organizing**

Establish a clearly defined and effective course of action for self and others to accomplish short- and long-term goals

**Leadership**

Guides, motivates and inspires self and others to take action to achieve desired outcomes

**Results Oriented**

Has the ability to manage and review reporting as well as lead, manage and achieve identified goals

**Diversity**

Appreciate that people with different opinions, backgrounds and characteristics bring a richness to the YMCA

**Apply Now:**

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by 5:00 p.m. on Friday December 20<sup>th</sup>, 2024 to the attention of:

Lynne Caffin - Manager, Administration and HR, [lynne.caffin@nrt.ymca.ca](mailto:lynne.caffin@nrt.ymca.ca)

Internal applicants are encouraged to notify their supervisor before applying.

Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

We thank all applicants, however, only those considered for an interview will be contacted.