



JOB POSTING

Specialist, Individual and Community Giving
Full-Time Temporary (August 2024 – October 2025;
40 Hours/Week) Job #24-12

ELIGIBILITY TO APPLY

Anyone eligible is invited to apply for this position.

PRIMARY FUNCTION

Reporting to the Director, Philanthropy this position plays a critical role in ensuring the continued success and future growth of The 519's fundraising program. This exciting and challenging role requires a creative detailed, results oriented individual with highly developed relationship management skills who has a proven ability to think strategically and work independently to drive new initiatives and enhance existing programs that support our goal of being the charity of choice for our communities.

KEY ACCOUNTABILITIES

- Works closely with the Director, Philanthropy to develop, deliver and improve The 519's individual and community giving activities, including, but not limited to: annual individual giving, monthly giving, major giving, special campaigns, third-party giving, peer-to-peer giving, tribute giving and planned giving within a community-centric framework that ensures best practices in engagement, recognition and growth.
- With support from communications colleagues and the Director, Philanthropy, designs and delivers compelling and effective individual giving and engagement campaigns that reflect The 519's values and impact.
- Provides high-touch, high-quality donor care through timely gift acknowledgment and consistent communication with donors that highlights the impact of their support.
- With support from the Director, Philanthropy and the Philanthropy team hosts donor cultivation, engagement and relationship building activities, including but not limited to: donor tours/visits, information calls, appreciation events, etc.
- Supports donors in the creation of third-party and tribute giving appeals.
- With the support of the Director, Philanthropy, develops awareness and engagement materials and activities for donors focused on planned giving.
- Works with colleagues from across the organization to prepare funding proposals, collect program information for reporting purposes, and develop engagement opportunities for private and family foundations.
- With support from the philanthropy team, ensures appropriate donor data segmentation for appeals and campaign purposes.
- Tracks campaign and activity results to inform future solicitations.
- Maintains a high level of customer service with donors and responds to and/or brings forward complaints in a manner consistent with the organizational policies.
- Uses The 519's donor database to accurately record donor engagement and communication activities, and ensures accurate gift entry and coding.
- Conducts research, performs data analysis and prepares regular timely reports to monitor progress and identify opportunities for growth and improvement within The 519's individual and community giving portfolio.



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- Implements and abides by The 519's policies procedures and complies with all applicable legislation and regulations including coordination and training of volunteers, confidentiality, MFIPPA and purchasing and inventory control systems.
- Participates and supports The 519's broad philanthropy and community activities and other related policies and procedures.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE

1. Post-secondary education with extensive experience in fundraising and philanthropy operations
2. Strong proven track record of success in developing and executing cultivation, solicitation and stewardship strategies at the community giving level, project management and producing supporting material
3. Excellent time management skills and ability to work under pressure to meet deadlines and ability to work both independently and within a team structure. Demonstrated ability to anticipate problems/conflicts and take appropriate actions, to organize and prioritize work.
4. Strong leadership, communication (oral and written), presentation, and interpersonal skills
5. Ability to multi-task effectively and meet competing deadlines for internal and external partners through a customer-centric approach including attention and focus on detail, high organizational standards and quality work
6. Demonstrated experience developing and building partnerships with community organizations and other relevant stakeholders.
7. The candidate should have computer proficiency with Microsoft Office, and preference will be given to candidates who have experience with Constituent Management Software (i.e. GiftWorks) or similar applications
8. Knowledge of and experience working in the 2SLGBTQ+ communities and other marginalized communities that includes an awareness of current issues and trends impacting these communities
9. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
10. Self-motivated: able to work independently or collaboratively as a team member
11. Working knowledge of MFIPPA, CRA and other relevant legislation.



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POSITION DETAILS

Position Status	Full-Time Temporary (August 2024 – October 2025; covering a parental leave)
Union Status	Union Position - CUPE Local 2998 – Wage Grade 9
Starting Hourly Rate	\$27.18/hour starting rate (City of Toronto 2024 Wage Grid for Union Staff) (Range \$27.18/hour-\$31.48/hour)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation; Optional enrolment in OMERS pension plan from day one.
Hours of Work	40 hours per week, Monday to Friday 9:00 a.m. – 5:30 p.m., some evenings and weekends may be required as needed.
Vacation	3 weeks per year; eligible for use after one year of employment
Location	This is a hybrid position. The successful applicant will be expected to work on-site at The 519 for 2-3 days per week.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **Thursday, July 25, 2024**. Please quote **Job #24-12** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 24-12 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*