FACS FOUNDATION

Annual Giving Manager

Family & Children's Services of the Waterloo Region is a community organization legally mandated to respond to and work together with families, their supports, and our communities to protect and care for children who have been abused or neglected, or who are at risk of being abused or neglected.

As a key element of the Child Welfare system, Family and Children's Services Foundation helps generate critical financial resources that enable community-based organizations to support families healing from trauma, and to address the causes of harm.

Our Agency is fully committed to creating a diverse, inclusive, equitable and accessible workplace that supports employees to be authentic and fully engage in shaping a healthy workplace and community where children, youth and families thrive.

To continue to support the work that we do, the Foundation is looking for a full-time Annual Giving Manager to join our team.

This position will be responsible to develop, coordinate and implement multi-channel annual, monthly and leadership giving programs. They will also be responsible for achieving specific fundraising targets as part of the overall revenue goal and new donor acquisition goals. They will also support ongoing community engagement through social media.

Knowledge & Skills Required:

- Relevant post-secondary education, related professional designation an asset
- Minimum of five (5) years' experience in a fundraising role with at least 1-2 years' annual giving experience, demonstrating progressive results.
- Excellent interpersonal, written, and verbal communications skills with the ability to engage donors (experience in public speaking an asset)
- Excellent organization, initiative, planning, and administrative skills with the ability to identify and manage multiple priorities
- High level knowledge prospect research and proposal writing abilities
- Experience managing social media channels and messaging for a charity
- Proficiency in Microsoft Suite required
- Data base management and electronic communication platforms (data entry, data maintenance, query and database administration skills), working knowledge of Canada Helps DMS an asset.
- Sound judgment and problem-solving skills are essential
- Ability to work in a team environment, as well as independently
- Willingness and ability to occasionally travel locally and regionally
- Knowledge of and/or experience in Waterloo Region preferred
- Ability to work flexible hours as required

Salary Range:

$64,667.78 - $81,073.58 per annum
Management & Excluded Grade 11

Application Process:

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00pm on August 15, 2024, quoting posting #016-2024.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on August 15, 2024, quoting posting #016-2024.

Diversity, Equity, and Inclusion:

Family & Children's Services is committed to a diverse, inclusive, equitable and accessible workplace. We encourage applications from Indigenous and Racialized people, women, 2SLGBTQIA+ people, and people with disabilities to ensure we get the best, most creative talent on our team. If you feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Accommodation at Family & Children's Services of the Waterloo Region:

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.