

# Individual Giving Associate



**Job Number:** 25-02

**Opening/Closing Date:** January 22, 2025 to February 5, 2025

## Description

The Philanthropy Unit is responsible for raising the wider church's annual gifts for Mission & Service, which is the main source of funding for the ongoing mission and ministry of The United Church of Canada. It oversees a direct response giving program (including Memorial/In Honour gifts), a planned and major gift program, and promotes the Pre-Authorized Remittance (PAR) program. The Unit also includes the church's stewardship development ministries and revenue generation support of congregations and supports the Foundation of The United Church of Canada.

The United Church of Canada Foundation was created in 2002, by the Executive of the General Council of The United Church of Canada. It is a separate, independently incorporated public Foundation. The Foundation fosters deep spirituality, bold discipleship, and daring justice by attracting and deploying of financial resources. Through capacity building, convening, granting, and careful stewardship of funds entrusted to us, we support congregations, ministries and programs that enrich The United Church of Canada, create a more just planet, and celebrate God's abundance in the world.

## Position Purpose

The Individual Giving Associate develops relationships with members and friends of the Church, built on a firm understanding of donors' interests, passions and values. They exemplify and model a donor centered approach and play a lead role in stewardship, moves-management, soliciting and closing mid-level gifts (\$500 - \$3,000). They bridge the gap between annual donor: and major donors. This engagement with donors encourages retention and upgrading while adding a personal touch for this unique donor group.

## Primary Areas of Responsibility:

### 1. **Relationship Management – Donor Cultivation, Solicitation, and Stewardship (85%):**

Serve as the primary relationship manager for a portfolio of 350-500 individual mid-level donors, focusing on donor cultivation, solicitation, and stewardship through regular communication via phone and email. Develop and implement strategies for donor engagement that align church priorities with donor interests, with an eye toward sustaining and growing the donor pipeline. Track and report on all donor interactions, ensuring

accurate records and data to measure success and revenue outcomes. Cultivate strong relationships, providing exceptional donor service and regular updates on their contributions.

2. **Collaboration and Teamwork (15%):** Collaborate with the broader philanthropy team to enhance annual, major, and planned giving programs, ensuring integration across giving streams. Contribute to the development of donor-centered strategies and support the creation of impactful online and in-person donor events. Work with team members to refine and optimize the constituent database to improve engagement and revenue generation.

## Qualifications

- Post-secondary education preferably in fundraising, marketing and/or non-profit administration.
- 1-2 years of experience in fundraising, revenue generation or an equivalent combination of education and experience;
- Experience and a proven track record of soliciting gifts of \$1,000 and more;
- Experience working with donors and fundraising volunteers is desirable;
- Knowledge of Canada Revenue Agency guidelines pertaining to charitable giving and an understanding of the implications for bequest and immediate major gifts for the region, and “best practices” in ethical fundraising practice; and
- Membership in AFP or equivalent association is desired.
- Excellent relational and inter-personal communication skills, (both verbal and written) and presentation skills, together with respect for and experience working in a culturally diverse context; Must be comfortable interacting with people collectively and individually;
- Solid research, writing, editing and proofreading skills with a keen attention to detail and an awareness of communication vehicles;
- Strong organizational, administration, planning, problem-solving and follow through skills, with the flexibility to switch easily from one task to another to effectively juggle multiple tasks at the same time as situations or priorities change;
- Ability to work independently, taking initiative, with minimal supervision, using resources effectively and efficiently in a collaborative and collegial way;
- Strong database management skills and computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, internet applications, and social media management platforms;
- Sensitivity to, and skills in, nurturing donor relationships together with a high degree of tact, diplomacy, good judgment and discretion in dealing with confidential or sensitive matters;
- A motivated self-starter with the ability to work independently, take initiative, and collaborate flexibly and collegially;
- Willingness and ability to travel within Canada;
- Knowledge of ethos within a congregational setting is desired; and

- Ability to work in French, and/or other languages in addition to English would be considered an asset.
- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity.

## Working Conditions

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the General Council Office, currently located at 3250 Bloor Street West in Toronto, ON. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Occasional additional hours may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

## Compensation

The target hiring range for this position is \$56,023.91 to \$63,851.07 with the ability to progress to a maximum of \$74,6973.14. This is based on category 5 on our salary range. Placement on the salary range will depend on factors such as market conditions, internal equity, and the candidate's experience, skills, and qualifications relevant to the role. Pension and group benefit plans coverage and annual vacation round out this compensation package.

## To Apply

Interested applicants are invited to submit their resume to Human Resources at [careers@united-church.ca](mailto:careers@united-church.ca). Please quote the job number #25-02 in your application.

## Downloads

 [individual-giving-associate\\_full-job-description\\_jan-2025\\_ucc.pdf](#) (190.89 KB) (PDF)

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