



## **PHILANTHROPY ASSOCIATE**

Toronto / Full-Time, Permanent

This role involves remote/work-from-home arrangements with a requirement for a minimum of two (2) days per week working onsite and may be subject to change as the organization works through its hybrid workforce plan and/or changing needs of the Foundation. We care about our team and community and are aligned with CAMH's health and safety practices.

### **ABOUT CAMH FOUNDATION**

Hi! I'm Fern Brody. In my role as Director, Principal Gifts with CAMH Foundation, I've been watching the company and the cause grow significantly. I am driven by working for a meaningful cause, with an exceptional team, and doing the job I love.

I believe the key to an excellent Philanthropy Associate is not just the technical skills but the knowledge of the organization's business, asking the right questions, listening to the answers and believing in the organization's mission.

The Centre for Addiction and Mental Health (CAMH) is Canada's largest mental health teaching hospital and one of the world's leading research centres in its field. With a dedicated staff of more than 5,000 physicians, clinicians, researchers, educators, and support staff, CAMH offers outstanding clinical care to more than 38,000 patients each year. The organization conducts ground-breaking research, provides expert training to healthcare professionals and scientists, develops innovative health promotion and prevention strategies, and advocates on public policy issues at all levels of government.

CAMH Foundation is charged with raising and stewarding funds in support of CAMH. Its role is to help transform the way we understand and address mental illness by raising awareness and increasing engagement across the country. Generous and dedicated supporters help CAMH advance discovery and innovation, build spaces that promote recovery, and break down the stigma of mental illness.

The Philanthropy Team is responsible for inspiring philanthropic support from individuals in the private sector, making up over 70% of CAMH Foundation's annual revenue. As members of the team, we are committed to a positive and safe work environment where we support, listen and learn from each other and be accountable to our many key stakeholders.

## **THE OPPORTUNITY:**

The Philanthropy Associate provides administrative leadership and strategic fundraising support to the Philanthropy team. The role is responsible for supporting senior team members in managing and implementing strategies and activities that support the effective discovery, cultivation, solicitation, and stewardship of the Foundation's most significant supporters.

## **KEY RESPONSIBILITIES:**

### **Fundraising Support**

- Proactively provide strategic fundraising and operations support to senior members of the Philanthropy Team, including but not limited to, the executive leadership, Director(s), Principal Gifts, and senior fundraisers in the management and activation of their portfolios of donors and prospects at all stages of engagement.
- Develop in-depth knowledge of the Foundation's most significant donors and prospective supporters, as well as senior volunteers including Board and Cabinet Members.
- Develop and maintain a strong understanding of CAMH funding priorities and related mental health and addiction issues to inform strategies and experiences with the intent to motivate and excite donors, prospects and volunteers.
- Proactively initiate and support activities that arise from individualized donor strategies, solicitation and stewardship plans, including prompting outreaching, drafting correspondence, invitations, reports, and other communications.
- As required, support CAMH and CAMHF's President's Offices in engaging top donors and prospects.
- Liaise with the offices of donors, hospital staff and volunteers to assist in the coordination and execution of personalized tours and meetings (virtual and in person), donor agreements, pledge payments and receipting, reporting, and recognition.
- Communicate with offices of donors, prospects and volunteers to respond to requests, provide information and/or follow-up in a timely manner, using upmost discretion, tact, and professionalism.
- Prepare comprehensive confidential briefing notes for donor meetings, and prepare meeting materials and packages.
- Prepare call reports and meeting minutes as required, and ensure circulation to applicable internal stakeholders.
- Support the development and, where appropriate, the writing of menus of giving options and compelling proposals, including liaising with Hospital and other stakeholders.
- Partner with the Finance team during proposal development and review of financial budgets.
- Review and track funds and report on use of gifts, as assigned.
- Collaborate with business partners to help implement and deliver best-in-class,

meaningful stewardship, including informal and formal reporting, recognition, gift announcements and celebrations, and personalized engagement touchpoints.

- Collaborate daily with other members of the Philanthropy team and Foundation team to ensure a high level of information sharing and coordination of activity to help achieve the team's and Foundation's overall fundraising and strategic goals.
- Assist as appropriate with organizing cultivation, stewardship and recognition events including identification of prospect lists, preparing invitation lists, managing responses, prompting follow-up, coordinate post-event outreach, welcoming guests and assisting with event logistics.

### **Operations Support**

- Update donor information on a centralized database (Raiser's Edge) including donor contact information and communication preferences, call reports, activity and solicitation tracking, and action reminders.
- Prepare and distribute reports and presentation material using various software tools for word processing spreadsheets, database management including but not exclusive to: Microsoft Word, Excel, Power Point, One Note, Raiser's Edge and RE NXT, and Qlik Sense.
- Use Raiser's Edge and other business intelligence platforms to ensure accurate and timely record keeping, reporting and follow-up.
- Prepare complex written materials that will support donor activity including briefing notes, call reports, gift agreements and pledge forms, and general correspondence.
- Provide support to donors, staff and volunteers, including preparing basic information requests, prospect profiles, briefing notes, etc.
- Complete appropriate gift processing forms, and coordinate the circulation of final gift agreements and pledge forms to internal business partners and hospital colleagues.
- Ensure donor gifts, pledges/reminders, tax receipts, and thank-you letters are processed and issued in a timely manner.
- Produce prospect lists, gift information and action task lists from the database in a timely and efficient manner.
- Review prospect lists, make recommendations and perform quality control on lists pertaining to event invitations, recognition, and fundraising products.
- Ensure accurate and prompt follow through on gift implementation including working with the Finance team to execute grant agreements and working with Hospital partners to facilitate their activation of gifts.
- Ensure proper electronic filing of proposals, donor gift agreements, acknowledgements, stewardship letters and reports and correspondence.
- Regularly review team financial and activity reports to identify trends, support performance optimization, and enable early intervention when needed.
- Provide support including submitting expenses and helping to manage calendars

### **Volunteer Management**

- Lead management and coordination of assigned senior volunteers, including preparing meeting agendas and packages for regular activity check-ins
  - drafting meeting agendas and packages for regular prospect activity check-ins;
  - consolidating top prospect activity and clearly articulating next steps;
  - drafting correspondence for outreach as needed;
  - and partner with the Research team to initiate qualification of new names brought forward.
- Ensure RE and volunteer prospect lists are up to date with current prospect strategies and clear next steps.
- Provide support to senior volunteers and CAMH leadership in engagement of donors and prospective donors.
- Schedule internal and external meetings with volunteers and their networks of donors and potential supporters, and senior hospital leaders, including in-person and virtual salons, campus tours, and meetings with hospital clinicians and researchers.
- Organize meetings including room bookings, catering if necessary, agendas, minutes, preparation of presentations, handouts and other materials.
- Ensure that the team has financial information, background and analysis to provide to volunteers and staff to fulfill their fundraising responsibilities.

#### **Other**

- Responsible for overseeing specialized fundraising activities and projects as assigned.
- Work with all levels of internal and external stakeholders as required, including donors and senior volunteers.
- Exercise exceptional judgement, attention to detail, and discretion.
- Build and encourage a thriving team culture rooted in CAMH Foundation's guiding principles and towards reaching the Philanthropy Team's vision.
- Operate within the culture, core values and guiding principles of the organization.
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Act as an Ambassador throughout the Community, positively representing the Hospital and the Foundation.
- Abide by the policies and procedures of CAMH and CAMHF.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Perform other duties as assigned in order to meet the overall goals and objectives of the Foundation.
- Strive to optimize team effectiveness and efficiency.
- Maintain knowledge and expertise in relevant fields.

#### **WHAT YOU'LL BRING TO THE TEAM**

- Post-secondary education or equivalent experience.

- Experience working with senior professional fundraising staff and volunteers. Major gifts and/or campaign experience in a hospital or university setting would be an asset. A combination of relevant education and experience may be considered.
- Evidence of leadership, initiative, and exceptional judgement.
- Excellent at building mutually beneficial internal and external relationships to achieve results.
- Exceptional communication skills with evidence of strong and persuasive writing skills complemented by superior attention to detail.
- Experience with engaging with senior corporate offices.
- Excellent organizational and 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.
- Commitment to timely and appropriate customer service, rooted in initiative and tact.
- Exemplary attention to detail with excellent planning, organizational and time management skills.
- Demonstrated organizational and analytical skills.
- Highly driven and strong ability to work in a fast-paced environment, and energized by changing priorities.
- Proficiency in the full suite of Microsoft Office products and internet tools. Familiarity with and aptitude for Raiser's Edge preferred.
- Occasional work on evenings and weekends required.

Don't sweat it if you don't have everything listed above. We believe in growth and curiosity. If you have some of these qualities and believe this is the position that will make you excited to come into work every day, then we want to hear from you!

**Salary Range:** \$61,739.08 to \$69,388.16 annually

CAMH Foundation is an equal opportunity employer. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please don't hesitate to reach out! Please contact [HR.Foundation@camh.ca](mailto:HR.Foundation@camh.ca). We celebrate our inclusive work environment and welcome members of all backgrounds and perspectives to apply.

Our north star is creating hope and improving outcomes for people facing mental illness. We work in respectful partnerships with each other and our hospital partners to inspire philanthropy and raise awareness in support of mental health.

To apply: Please submit your cover letter and résumé by 12am **<2 WEEK FROM POSTING DATE>** (EST)

**CAMH is a Tobacco-Free Organization.**

**CAMH is fully affiliated with the University of Toronto and is a teaching hospital and research institute. As a CAMH employee, you will be expected to actively support CAMH's teaching and research activities, in addition to supporting the clinical work of the hospital.**

**At CAMH, we strive to be an equitable and inclusive employer. Our commitment to equity is grounded in an institution-wide commitment to achieving a working, teaching, and learning environment that is free of discrimination and harassment.**

**CAMH actively seeks candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities (including people who have experienced mental health and substance use challenges).**

**We encourage people from all backgrounds to apply to our positions.**

**We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please inform us if you require accommodations during the interview process.**