

Specialist, Philanthropy



Girl Guides of Canada—Guides du Canada (GGC), a national membership-based organization, empowers every girl in Guiding to discover herself and be everything she wants to be. Our mission is to be a catalyst for girls empowering girls. Together, we're building our vision of *A better world, by girls*.

GGC is actively searching for a **Specialist, Philanthropy**
Remote work arrangement. Location: Toronto, ON

About this Opportunity

The **Specialist, Philanthropy** plays a key role in advancing Girl Guides of Canada's national fundraising goals through relationship development with individuals, foundations and corporations. Reporting to the Director, Philanthropy, this role develops and manages donor relationships, coordinates national and regional fundraising initiatives, writes proposals, grant applications and personalized donor reports, and designs and implements integrated processes and systems to improve collaboration, and fundraising outcomes in support of GGC's mission.

In this role you will be responsible for:

Donor Relationship Development and Management

- Manages and grows a portfolio of relationships with individuals, companies, and foundations.
- Proactively identifies prospects and new opportunities and conducts prospect research.
- Develops and executes campaigns including cause marketing, employee engagement, and fundraising appeals.
- Drafts strong presentations, funding proposals, and donor reports.

Donor Engagement & Stewardship

- Initiates timely and personalized donor acknowledgements (tax receipts, thank-you letters, emails, and calls), ensuring consistency and accuracy. Leads all activity for online fundraising platforms.
- Maintains and enhances the donor recognition framework, ensuring donors are recognized in meaningful and values-aligned ways (e.g., recognition lists, impact reports, social media shout-outs, special events).
- Plans and coordinates donor stewardship events and experiences, both virtual and in-person.
- Collaborates with Marketing and Communications to implement and measure donor engagement campaigns and appeals.
- Prepares segmentations and donor lists and content for the Annual Report, campaign appeals, and stewardship activities.
- Collaborates with marketing and communications, and programs teams to create tailored recognition content and materials.
- Ensures donor records are accurate and up to date in the CRM, tracking interactions and recognition efforts.
- Provides regular reports on donor stewardship activities, engagement levels, and program outcomes.
- Develops and maintains the stewardship policies and procedures, in collaboration with the Director, Philanthropy.

Fundraising Operations

- Works closely with colleagues and volunteers across Canada to ensure compliance with GGC's fundraising guidelines and policies.
- Supports the review of regional fundraising initiatives and philanthropic applications.
- Provides guidance and administrative support for fundraising submissions and sponsorship requests.
- Manages and continuously improves Girl Guides of Canada's online donation platform to ensure seamless donor experiences, efficient processing, and alignment with fundraising best practices.

General

- Adhere to all relevant policies, procedures, and practices
- Liaise with other departments as required
- Provide general, ongoing support to members/volunteers, responding to/directing inquiries and consulting with the appropriate groups and individuals to support the mission and vision of GGC
- Other duties as assigned

You are the ideal candidate if you have:

Education, Designations and Certifications

- Post-secondary degree or diploma in fundraising, communications, marketing, or a related field, or similar work experience.

Specialist, Philanthropy

Prior Work Experience

- 2–4 years of experience in fundraising, donor relations, or sales development, preferably within a charitable organization.

Competencies (Knowledge, Skills & Abilities)

- Strong relationship management and communication skills, with the ability to interact effectively with donors, corporate partners, and internal stakeholders. Has previously managed a pipeline of 100+ donors.
- Demonstrated success with grant writing, and creation of donor reports. Has successfully secured five and six figure donations via grants.
- Proficiency in presentation creation and spreadsheet management and analysis
- Experience with CRM systems and online donation platforms
- Familiarity with SurveyMonkey Applied or similar application management systems is an asset.
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities.
- Demonstrated ability to work collaboratively across departments and with volunteers.
- Commitment to equity, diversity, inclusion, and GGC's mission to empower girls.

Benefits:

What's in it for you?

- We offer generous health benefits (Health, dental, vision, Health Service Spending Account).
- Paid time off.
- Collaborative hybrid/remote work environment.
- Fun and friendly work environment and work-life balance.

Hiring Range: \$60,000.00 - \$70,800.00

*Salary based on location, Greater Toronto Area

If this sounds like a job tailor-made for you, apply today!

This position will remain open until filled. Interviews will be conducted on a rolling basis. Submissions without a cover letter will not be considered. Please note that GGC accepts all genders for job applications. We encourage all candidates to apply, even if they do not meet all the job requirements.

GGC is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free, and we encourage applications from people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity seeking groups. GGC welcomes girls and women – cisgender and transgender – as well as non-binary people who are comfortable in spaces that focus on and are driven by the experience of girls.

Upon request, Girl Guides of Canada-Guides du Canada will make available accommodations during the recruitment process. Please note we do not require applicants to identify as a person with disability, or to disclose their disability, to request or access accommodation. Accommodation requests should be made in advance to People & Culture.

We thank all candidates for their interest. Only those selected for an interview will be contacted.