



THE UNITED CHURCH OF CANADA FOUNDATION

Individual Giving Associate

Position Summary

Are you passionate about making a difference and helping those in need? Are you looking for a team to grow with as you engage with others about your passion? If you are this person, then the United Church of Canada Foundation has an opportunity for you as one of our Individual Giving Associates.

In your role as the Individual Giving Associate you will cultivate relationships with individual donors — including recurring donors, mid-level givers, major donors, and prospects — making sure they feel supported and connected to the Foundation's purpose, impact, and Christian values of stewardship and generosity.

Organization

Founded in 2002, The United Church of Canada Foundation's purpose is to foster deep spirituality, bold discipleship, and daring justice through attracting and deploying 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.

We support all councils of The United Church of Canada through fundraising for annual programmatic monies related to Mission and Service as well as the creation and maintenance of endowment and other long-term funds benefiting the work of the church and its ministries. We offer support for planned giving and endeavour to foster a sense of stewardship as part of discipleship. We integrate the Foundation's priorities: climate justice, support for Communities of Faith, Reconciliation with Indigenous peoples, and anti-racism in all aspects of work. From fundraising to governance, to managing our assets, and our governance, our faith, those four themes and our strategic plan guide us in all we do.

Revenues: \$30 million to \$40 million (\$15-20M through communities of faith for Mission and Service programs; \$10-20M through individuals and church organizations for all purposes)

Grants: \$10M+

For more information, please visit <https://unitedchurchfoundation.ca>

Why This Role Matters

Stewardship is Discipleship and helping people to incorporate giving as part of their faith journey is one of the ways we live out our call to foster deep spirituality, bold discipleship, and daring justice. The Individual Giving Associate offers United Church people the opportunity to tangibly live out their faith and contribute to a more just and abundant world.

As the Individual Giving Associate you will develop relationships with members and friends of the Church, built on understanding each donors' interests, passions and values. You will exemplify and

model a donor centered approach and play a lead role in stewardship, moves-management, soliciting and closing gifts. You will engage with donors encouraging retention and upgrading of gifts while adding a personal touch for the donors in their portfolio. Through this role, donor relationships will deepen and develop into lifelong support.

Reports to: Vice President, Fundraising

Direct Reports: none

Mission and Service Focus: 50%

Responsibilities

Relationship Management – Donor Cultivation, Solicitation and Stewardship (85%)

- In collaboration with the Vice President Fundraising, create and implement short, intermediate and long-term individual, donor strategies;
- Develop, maintain, manage and act as the primary relationship manager for a portfolio of 250-300 individual donors and or prospects;
- Qualify, Identify, cultivate solicit and steward current and potential donors, to achieve revenue goals. Most of this relationship building will occur via phone and email, however some travel may be necessary;
- Align church and Foundation priorities with donor interests and develop strategies that ensure a strong and sustainable mid-level pipeline that identifies donors who may move up the chain to the Major Gift portfolio;
- Continually refine and execute prospect and donor research strategies in order to keep momentum building for the donor pipeline;
- Prepare and share regular update reports with donors, focusing on their interests to foster trust, strengthen relationships, and encourage ongoing support;
- Maintain a high level of customer service to donors and respond to inquiries following the principles of donor-centered revenue generation;
- Track and report relationship management activity including identification, qualification, cultivation, solicitation and stewardship of prospective and current donors; and
- Maintain complete, detailed and accurate electronic records of all activities, measuring and evaluating impact, outcomes and changes in donations, number of donors, average gift and total revenue.

Collaboration and Teamwork (15%)

- Collaborate and provide support to the annual, major and planned giving programs and ensure the integration of giving streams so that the prospect pipeline is optimized for increasing revenue and engagement;
- Contribute to shared strategies, resources and approaches in donor centred fundraising;
- Collaborate with team members to consistently improve our constituent databases; and
- Develop and host online and in-person events at least twice a year in collaboration with the Foundation team.

Your job title does not define or limit your duties, and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

Position Qualifications

Education and Experience

- 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 working within a faith community, particularly a United Church community will be an asset;
- Experience and a proven track record of soliciting gifts of \$1,000 and more;
- Experience working with donors and fundraising volunteers is desired;
- Knowledge of Canada Revenue Agency guidelines pertaining to charitable giving and understanding of the implications for bequest and immediate major gifts, and “best practices” in ethical fundraising practice; and
- Membership in AFP or equivalent association is desired.

Skills and Abilities

- 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 eye for 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;
- A motivated self-starter with the ability to work independently, taking initiative, with minimal supervision, using resources effectively and efficiently and collaboratively in a flexible 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;
- Willingness and ability to travel within Canada;
- Knowledge of ethos within a congregational setting is desired;
- Ability to work in French, and/or in other languages other than English would be considered an asset;
- Understanding the structure and ethos of the United Church as it relates to fundraising activity and the work of the Foundation would be an asset; and
- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity.

Working Conditions

The United Church of Canada Foundation has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and from the General Council Office of The United Church of Canada, temporarily located at 50 Wynford Drive 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 assistive software or devices, 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 and the Human Rights Code, The Foundation will provide reasonable accommodations to employees with human-rights related needs.

Compensation

Salary will be based on skills and experience and be in the range of \$55,000 to \$60,000. Pension and group benefit plans coverage and annual vacation round out this compensation package.