



Casey House is unlike any other hospital. We are a specialty hospital providing ground-breaking care for people living with and at risk of HIV. We offer a growing mix of inpatient, outpatient and community-based services that meet clients where they are in their individual journeys to health and wellness. The humanity of each client is at the heart of everything we do.

The Giving Coordinator supports the growth and stewardship of Casey House Foundation's philanthropy program, with a focus on Gift & Estate Planning and Mid-Level Giving donors. Reporting to the Leadership Gifts Officer, this role provides coordination, administrative support, and donor stewardship to strengthen relationships with supporters and advance fundraising initiatives.

ABOUT THE ROLE:

Position: Giving Coordinator

Reports to: Leadership Gifts Officer

Status: Full-time, permanent

Hours: 37.5 hours/week, Monday to Friday, with evening and weekend work as scheduled

Salary Range: \$55,000 to \$65,000

Location: Hybrid, combination or remote and on-site work available

RESPONSIBILITIES:

Donor Stewardship and Relationship Support

- Support stewardship initiatives for mid-level donors and planned giving supporters.
- Assist with preparing and sending thank-you letters, stewardship updates, and donor communications.
- Help coordinate donor recognition initiatives including legacy recognition and donor wall updates.
- Maintain accurate donor records and donor interactions within the CRM database.
- Track stewardship activities and follow-up actions to ensure donor commitments are fulfilled.

Gift & Estate Planning Program Support

- Assist the Philanthropy Advisor with coordination of Casey House's Major Gift & Estate Planning program.
- Support outreach and engagement with legacy donors and planned giving prospects.
- Maintain internal tracking of bequest commitments and legacy donor intentions.
- Assist with preparation of legacy giving materials and donor communications.
- Support coordination of legacy events, donor tours and meetings.

Mid-Level Giving Program Support

- Assist with stewardship and engagement of mid-level donors.
- Support donor outreach campaigns including direct mail and digital fundraising initiatives.
- Conduct donor and prospect research to identify potential supporters.
- Assist with donor portfolio tracking and reporting.



Administrative and Operational Support

- Coordinate meeting preparation and follow-up, donor tours and stewardship activities.
- Prepare donor briefing notes and background materials.
- Assist with preparation of donor proposals and impact reports.
- Support coordination with internal teams including events, stewardship, and communications.
- Assist with tracking fundraising activities and reporting.

KEY COMPETENCIES:

- Relationship building and donor engagement
- Strong organizational and coordination skills
- Attention to detail and accuracy
- Professionalism and discretion
- Collaborative and team-oriented mindset

QUALIFICATIONS:

- 1-3 years of experience in fundraising, donor relations, nonprofit administration, or a related field.
- Post-secondary education in non profit management, communications, business, or related discipline preferred.
- Strong organizational and administrative skills with attention to detail.
- Proficiency in Microsoft Office Suite programs(Excel, PowerPoint, Forms, Word); familiarity with event and CRM software such as Givergy, Raisely or Raiser's Edge an asset.
- Excellent written and verbal communication abilities.
- Interest in philanthropy, planned giving, and healthcare fundraising.
- Experience with CRM databases such as Blackbaud considered an asset.
- Ability to manage multiple priorities and work collaboratively within a team environment.
- Demonstrated ability to work both independently and collaboratively as part of a cross-functional team.
- Ability to work some evenings during event periods

ABOUT THE BENEFITS:

- Participation in the Healthcare of Ontario Pension Plan (HOOPP)
- Participation in group benefits plan (Dental, Extended Health Care and Life Insurance)
- Competitive personal entitlement plan, comprising of; paid statutory holidays, vacation, personal, floater and sick time.
- Access to Professional Development fund (up to \$1500 annually for full-time staff)
- 24/7 access to Employee and Family Assistance Plan

HOW TO APPLY

Please apply using the link below! We ask that you submit both a Resume and CV:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=63e1e480-5039-4a99-89b6-937da79087bb&ccld=9200720039346_3&jobId=597800&jwld=9200720039346_1&lang=en_CA