



## Internal/External Job Posting

### **CAMPAIGN & MAJOR GIFT COORDINATOR**

**(Full-time contract for 12 months)**

#### **WHO WE ARE**

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health, and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with 50% of people accessing services from BIPOC communities and other communities of colour.

#### **WHY WORK WITH US?**

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment
- Three weeks' vacation in your first year of employment; four weeks' vacation after one year
- Generous sick day allotment

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization
- Organizational commitment to work-life balance
- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community

## **ABOUT THE OPPORTUNITY**

We are currently looking for a **Campaign and Major Gift Coordinator (contract)** to join our team!

### **JOB SUMMARY**

Status: Full time (37.5 hours), Contract for 12 months

Salary: Category 1- \$51,032 to \$52,231

Position within the Bargaining Unit

Reporting to the Director of Development, this role will support the efforts to raise significant funds through the Beyond Zero Campaign to build HQ Toronto, a project of the Ontario HIV Treatment Network (OHTN), as well as community and clinical partners to build a holistic health centre for diverse groups of 2 Spirit, gay, bi and queer identified cis and trans people. This role will also be responsible for Foundation and other non-government grant writing to help raise funds to support ACT programs and services. Specific duties and responsibilities will include, but are not limited to the following and may be subject to change:

### **RESPONSIBILITIES**

#### **Campaign Administration**

- Schedule and coordinate meetings of the HQ Campaign Cabinet, the volunteer leadership committee tasked with supporting fundraising for HQ Toronto. Tasks include preparing the agenda and supporting documentation, sending out meeting invitations, taking minutes/action notes, and sharing a summary of actions with the cabinet after each meeting.
- Liaise with select assigned Cabinet Members to provide support to their prospect activities.
- Update and maintain donor and prospect lists for the Beyond Zero Campaign, including receiving updates from Cabinet Members and reflecting updates on the appropriate lists/documents.
- Prepare donor gift agreements upon confirmation of a donor's contribution to the campaign, outlining agreed upon payment schedule, recognition benefits and stewardship promises associated with the gift.

#### **Prospect Research**

- Conduct donor/prospect research using internet news and websites that helps build a profile to supports development of a comprehensive strategy and approach to each donor/prospect.
- Support creation of Donor Profiles using information found through the prospect research process, updating them regularly as new information is uncovered, or is provided through feedback from Cabinet Members.
- Develop Briefing Notes and Meeting Notes to support planned engagement with donor prospects. This includes sharing information gathered in the research process to enlighten Cabinet Members on a suggested approach for donor prospects. This could include a suggested donation ask amount based on a prospect's giving history and/or affinity towards the community or similar projects.

### **Campaign Fundraising Support**

- Draft emails, letters, and other communication items to support Cabinet members in their efforts to engage their prospects towards securing donations on behalf of the Campaign.
- Create/write customized proposals for donor prospects using established proposal templates.
- Prepare other campaign documents such as powerpoint presentations to potential donors or funder groups that help educate and bring awareness of the Campaign.

### **Campaign Stewardship**

- Create template for and prepare stewardship reports that provide comprehensive updates to donors who have made financial commitments to the Campaign.
- Schedule and help facilitate tours of HQ Toronto with donors and donor prospects.
- Work with the Special Events Coordinator to help orchestrate Campaign stewardship and recognition events. This could include Campaign Launch or progress events and donor recognition unveilings.

### **Major Gifts (Research and Grant Writing)**

- Use Grant Advance, DonorPerfect database reports and other tools to identify potential donor prospects for ACT funding priorities and HQ Toronto.
- Create and oversee updates to a list of Foundation and Corporate funding prospects, including letter of intent and submission deadlines, as well as tracking submissions and expected response, facilitating follow-up accordingly on submitted funding applications
- Works with the Director of Development to create and recommend strategies for donation request approaches to Foundation and Corporate donor prospects.
- Write and submit letters of intent to identify Foundation and Corporate donor prospects for identified funding priorities
- Prepare and write Foundation and Corporate grant applications and proposal, liaising with select program staff and management to articulate priorities and prepare budget breakdown for submissions.
- Prepare donor gift agreements upon confirmation of a donor's contribution to the campaign, outlining agreed upon payment schedule, recognition benefits and stewardship promises associated with the gift.
- Prepare and submit timely grant updates and final reports, liaising with internal select program staff and management to articulate successes of the funded program, setting the agency up for success with future funding requests.
- Working with the Director of Development, establish and meet revenue targets set-up for the Major Gift Program.

### **Finance and Administration**

- Work with the Director of Development to provide input in the budget planning process.
- Produces portfolio reports for the Director of Development on Foundation and Corporate giving, including requests and pending decisions accordingly.

## Other

- Participate in regular staff and team meetings to communicate information and progress, problem solve and to support achieving goals of the Fund Development Team.
- Understand and ability to competently and passionately communicate the mission and values of the organization to internal and external partners.
- Strong communication skills and ethical standards, adhering to the AFP Code of Conduct for professional fundraisers.
- Compliance with the organizational policies and procedures.

## QUALIFICATIONS

- Three (3) years experience working in development or fundraising office. Experience with grant writing, major gift and/or campaign fundraising activities an asset.
- Post secondary education (preferably non-profit management, charitable giving or related field)
- Commitment to advancing a culture of philanthropy and pursuing professional development opportunities.
- Ability to build rapport, credibility and trust with volunteers, donors and internal stakeholders, demonstrating strong relationship building and stewardship skills.
- Excellent interpersonal and communication skills (oral, written, visual) along with the ability to proactively problem solve, organize, multi-task and prioritize work in a team environment.
- Proficiency in Microsoft based programs: Word, Excel, Office, PowerPoint and Teams.
- Experience with AKA Raisin, DonorPerfect or comparable software an asset.
- Demonstrated understanding of volunteer management.
- Understanding of issues related to HIV and AIDS and gay men's health.
- Must be available to work occasional evenings and weekends as required

## JOIN US!

To apply for this opportunity please send your cover letter and resume to:

[careers@actoronto.org](mailto:careers@actoronto.org)

Please be sure to include the title of the role you are applying to, in the subject line.

### **This posting is opened until filled**

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

**\*To ensure the health and safety of our employees against COVID-19, ACT has implemented a mandatory vaccination policy. Successful candidates must submit proof of their vaccination status on their first day of employment. ACT will provide accommodation for valid medical reasons pursuant to the Ontario Human Rights Code. \***

## **ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY**

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: [www.actoronto.org](http://www.actoronto.org)