



## INTERNAL/EXTERNAL JOB POSTING

### **COMMUNITY GIVING & DATABASE COORDINATOR**

(Permanent, 37.5 hours per week)

#### **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 **Community Giving & Database Coordinator** to join our team!

### JOB SUMMARY

Status: Permanent, Full-time

Salary: Category 2- \$52,057- 53,281

Position within the Bargaining Unit

Reporting to the Director of Development, this role will coordinate ACT's Community & Third-Party event portfolio, acting as primary relationship holder for community-based fundraising organizations and responsible for identifying potential new community event partners/opportunities.

This role holds accountable for the coordination of all financial aspects related to fundraising activities within the Development Department. The role is also responsible for reviewing donation reports that support identification and cultivation of donors and prospects. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

### RESPONSIBILITIES

#### **Community/Third Party Events and Signature Event Support**

- Oversees ACT's Community & Third Party event portfolio, including reviewing proposed event plans by Community Fundraisers and facilitating the review and signing of Community Event agreements.
- Conducts prospect identification, engages with, and acts as the main point of contact for Community & Third Party Event organizer, contributing to and assisting with execution of a growth plan for Community Events.
- Responsible setting revenue targets for the Community Event portfolio, and working towards the goal of securing 2-3 new Community Events each year, working to maintain and renew existing event relationships.
- Responsible for updates to the Community Fundraising pages of the ACT website.
- Where possible, finds solutions and facilitates Community Fundraisers in use of ACT web-based resources (i.e. AKA Raisin) to support organizers with their fundraising initiatives for ACT.
- Keeps up to date on emerging trends in Community Fundraising and opportunities, and promotes these opportunities with potential net new event supporters.
- Oversees tallying of ticket sales using designated software and prepares reports for Steering Committees on ticket sales, tracking response against prior years.
- Coordinates the planning, implementation, set-up, and tear-down of the Finance aspect of all events.
- Liaises with the Special Events Coordinator to develop financial controls for fundraising events.
- Provides orientation to and supervises volunteers recruited to work on a Finance Sub-committee for an event, data entry and/or who have been recruited to work on finance at an event (approximately 8-12 volunteers per event).

### **Gift Processing, Receipting and Acknowledgement**

- Ensures accurate and timely processes and procedures for the intake, recording, receipting and acknowledgement of gifts, sponsorships, ticket sales and purchases, ensuring ACT complies with CRA requirements and providing acknowledgement and tax receipt to donors within 3-5 business days.
- Responsible for data updates and overall database integrity, produces reports and supporting reconciliation of donation receipts with the Finance Department.
- Facilitates and provides orientation to Fund Development Staff and volunteers on the use of DonorPerfect, supervises volunteers recruited to assist with data processing (approximately 1 to 3 people at a time), working with the Volunteer & Education Coordinator as needed to recruit volunteers.
- Processes monthly donations and follows up with donors to obtain updated information as required.

### **Database Management and Fundraising Reports**

- Manages and ensures the integrity, accuracy and timeliness of all development related data into DonorPerfect, including but not limited to: donor contact information, team information, and gift/pledge coding and receipting information.
- Works with Development and Finance staff to designate all charitable donations appropriately within DonorPerfect.
- Creates necessary links and coding within DonorPerfect for timely access to campaign results on a daily basis and to facilitate speedy production of a variety of database and /or spreadsheet queries and reports including revenue and expense related reports for specific portfolio budgets.
- Working with the Individual Giving Coordinator, prepares highly accurate data files with appropriate segmentation for direct mail campaigns.
- Leads the Monthly Donor Report meeting by creating and disseminating the report to appropriate members of the Fund Development Team 3-5 days in advance, participating in the prospect identification and donor stewardship process.

### **Fund Development Accounts Receivable and Accounts Payable**

- Records pledges in DonorPerfect to track future gifts and works with Finance Department and the Executive Assistant to create invoices for pending donor pledges.
- Liaises with the Development Team to update thank you letters every six to 12 months for all revenue streams, including, but not limited to, Direct Mail, Monthly Giving, Special Events, and Planned Giving, working with the Individual Giving Coordinator to incorporate this into the Annual Calendar of activities.
- Collects overdue revenues through written communication and /or direct contact as required.
- Processes appropriate expenses related to the Donor Relations portfolio in a timely manner.

### **Administrative and Other Duties**

- Coordinates various administrative projects that will assist with the implementation of the Fund Development departments plan and in overall operation of the department, included but not limited to compiling Fund Development reports

- Conduct research for the purpose of cultivation, solicitation and stewardship of donors
- Coordinates department mailings and shipments

#### QUALIFICATIONS

- Three (3) years experience working within a development office supporting data entry, financial and Community/Third Party events.
- Post secondary education in fundraising management or related field.
- Must have excellent understanding of and demonstrated experience with DonorPerfect, AKA Raisin, Raiser's Edge or similar databases.
- A demonstrated ability to utilize and maintain a donor database ensuring accurate and complete information on donors and gifts.
- Commitment to advancing a culture of philanthropy and pursuing professional development opportunities.
- Ability to build rapport and credibility with volunteers, donor and internal users along with demonstrated experience in cultivating donor and partner relationships.
- Knowledge of Canada Revenue Agency guidelines regarding gift administration and issuing of charitable tax receipts.
- Excellent interpersonal and communication (oral, written, visual) skills along with the ability to proactively problem solve, organize, multi-task and prioritize work within a team environment.
- Extensive experience and proficiency with Microsoft Word, Excel and understanding of online fundraising and promotion tools.
- Experience with AKA Raisin and ACCPAC is an asset.
- Excellent attention to detail along with outstanding organization and planning skills.
- Demonstrated understanding of volunteer management.
- Understanding of issues related to HIV and AIDS.
- Committed to ongoing professional development.
- Must be available to work 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.

**The deadline extended to Friday September 12, 2022**

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

## **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)