



It starts with Scouts.

# Job Ad

---

## Manager, Philanthropy

A career at Scouts Canada is more than just a job, it's an opportunity to make an impact. Your Philanthropic talent will be used to help further Scouts Canada's Mission of Helping to develop youth, better prepared for success in the world.

As the **Manager of Philanthropy**, you will be working with a team of like-minded professionals, who support each other to meet financial targets, organizational goals, and will help shape the future of Scouts Canada's Revenue Development team. This is a great time to join the team as we look to advance our revenue portfolio within philanthropy, fundraising and corporate partnerships. If you want to be innovative, share your passion, and gain hands-on experience working with a team who generates over a million dollars annually, this is your chance.

**As the Manager of Philanthropy, your experience and skills will help shape the future strategies that will help Scouts Canada achieve its philanthropic goals, while being innovative, creative and abreast of industry trends.**

In this role, you will work collaboratively with Scouts Canada staff, and the Revenue Development team to hit key financial targets in Planned Giving, Individual Giving, Direct Mail and will help to shape Scouts Canada's stewardship strategy, and future Alumni program. As a Manager, you will oversee the Revenue Development Administrator to deliver on key revenue and philanthropic targets, while maintaining and updating relevant donor and aggregate information so that it is accurate and accessible.

Working in close collaboration with the Director, Revenue Development, Scouts Canada staff, Councils, Donors and Volunteers, the Manager of Philanthropy will ensure the overall success of the Philanthropic wing of the Revenue Development Department and is responsible for but not limited to the following:

- Assist in the creation of the annual strategic framework for Scouts Canada's Philanthropic division that delivers on targets and organizational strategies;
- Manage and lead the Philanthropic division of the Revenue Development team;
- Manage individual performance and foster collaboration and innovation;
- Manage: Direct Mail, Planned Giving, Individual Giving, and Donor Acquisition
- Identify, cultivate and solicit new donors, major gift donors, prospect donors, and legacy donors
- Steward current donors to achieve optimal donor acquisition and retention goals
- Manage third party contractors where necessary
- Develop Monthly reports that are data driven and incorporate industry trends and standards for review
- Create clean files and records of invoices for the Director, Revenue Development

- Oversee the health of the donor database with support from the Revenue Development Administrator
- Possess a strong knowledge of fundraising legislation, regulations and guidelines
- Additional responsibilities as required

**What you bring to the table:**

- Leads others in achieving consensus and affirmation of common goals and objectives
- Thinks strategically to achieve long-term goals and objectives
- Plans ahead to ensure that necessary tasks and deadlines are achieved
- Defines and sets in motion strategies to shape the future
- Facilitates increased involvement and giving by donors
- Articulates the organization's mission in ways that respond to the needs of donors and volunteers
- Engages donors and volunteers in ways that sustain productive, long-term giving and leadership
- Creates and shapes multiple methods of communication to engage a diverse audience
- Designs and develops criteria for data collection, analysis, and dissemination
- Motivates others to exceed goals while carrying own organization-wide responsibilities
- Collects and/or analyzes data that can be used to evaluate fundraising results
- Learns to interpret budget documents
- Organizes own workload and schedule to meet assigned goals
- Develops and evaluates systems to optimize individual, workgroup, and organizational efficiency and effectiveness
- Understands how one's performance contributes to the functioning of the department, and acts on suggestions for growth
- Conducts performance reviews in accordance with established criteria, and suggests constructive individual and operational improvements
- Post-secondary education preferably in fundraising or Non-Profit related studies
- Minimum 5-8 years of philanthropic experience
- Proven success in donor acquisition, stewardship and major gifts
- Proficient with MS Office including Word, Excel, Outlook & PowerPoint.
- Must be Proficient in Raiser's Edge
- Proficient on social media, including: LinkedIn, Instagram, Facebook and Twitter

**We've got you covered...**

We offer a comprehensive benefits package that includes a fabulous merchandise discount; an employer-matched retirement plan after one year of service; extended health, prescription, vision and dental coverage, annual vacation time and more.

If this role excites you, we want to hear from you! Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit



**It starts with Scouts.**

# Job Ad

---

with your future career aspirations. We want to learn about you! **Please submit your application – with both a Cover Letter and Resume to [recruit@scouts.ca](mailto:recruit@scouts.ca) by May 13, 2019.**

Scouts Canada thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

Scouts Canada encourages applications from all qualified candidates and has a great record of accommodating persons with disabilities. Contact Human Resources at [humanresources@scouts.ca](mailto:humanresources@scouts.ca) or 613-224-5134 ex 252 if you need accommodation at any stage of the application process or want more information on our accommodation policies.