

Coordinator, Philanthropy

Join Canada's Lifeline!

Be part of a dynamic, innovative, collaborative, diverse and caring organization committed to saving and improving the lives of Canadians. We are the connection between the sincere generosity of donors, and the heartfelt appreciation of recipients. Thousands of Canadians depend on our programs every day for reliable access to safe blood, plasma, stem cells, organs and tissues.

We are currently seeking a **Coordinator, Philanthropy** to join our team in our **Ottawa** office.

In this role you will be responsible for the development, implementation and monitoring of the administrative and financial reporting systems for fundraising programs that support the overall business objectives. You will identify and implement improvements to processes and systems to enhance the efficiency of the department. You will provide support for all members of the philanthropy department, as well as facilitate efficient operation of the director's office, while providing effective customer service to individuals internal and external to Canadian Blood Services.

In addition, you will participate in and support the planning and implementation of fundraising programs, supporting the philanthropy department with project management and effective information management. You will coordinate reporting deliverables as well as collateral needs for the department and provide document management expertise, development and support. You will also act as an ambassador for philanthropy at Canadian Blood Services, helping the team to develop and nurture a culture of philanthropy by promoting the organization as a charity worthy of financial support.

Are you ready to embark on a meaningful and inspiring journey, where what you do matters? Be part of Canada's lifeline. Because we can all be the reason, the connection, that keeps Canadians living.

Responsibilities:

- Build and maintain excellent relationships with all financial donors as the first point of contact for fundraising inquiries by telephone or email.
- Draft routine correspondence to financial donors and philanthropy event organizers/participants.
- Coordinate the development of collateral required for solicitation of financial donors, while tracking work flow and approval for philanthropy documentation.
- Manage elements or components of project(s) or initiative(s) and assist with the development and coordination of larger projects.
- Coordinate the development, implementation and continuous improvement of streamlined workflows and processes to enhance the efficiency and effectiveness of the department.
- Prepare monthly, quarterly and annual reports for philanthropy team and ensure comprehensive databases are kept accurate and consistent reporting of initiatives is developed, maintained and implemented.
- Coordinate logistics for philanthropy volunteer and donor meetings and events, including securing location, travel, invitation process, catering, vendor compliance and payment, and all other logistical aspects of event coordination.
- Prepare documentation, such as reports, presentations, meeting agendas and minutes by gathering, organizing and selecting appropriate formats and graphics for the presentation of

information in accordance with standards, policies, and procedures to support the work of the department.

- Provide efficient and effective financial coordination and administrative support to the philanthropy department through monthly review of budgets.
- Act as department back-up for accurate financial donation and receipting process.
- Provide support as required to Director, Philanthropy to ensure efficient operation of office.

Education, Training and Experience:

- Post-secondary level education in a relevant discipline from a recognized academic institution, and/or equivalent combination of education and experience.
- A minimum of five years of experience, preferably in a not-for-profit environment: fundraising, donor relations, volunteer management, special events and/or related fields.
- Extensive knowledge of Office 365, Excel, Word, PowerPoint and database management: Raisers' Edge knowledge considered an asset.
- Demonstrated experience in database development and SAP.
- Solid understanding of philanthropy and a proven ability to work with high level volunteers.
- Knowledge of CRA regulations regarding philanthropic donations and sponsorships is considered an asset.
- An equivalent combination of education, training and experience may be considered.

Demonstrated Competencies, Knowledge, Skills and Abilities:

- Ensure confidentiality when working with sensitive information, especially financial donor information.
- Strong communication skills in English are essential. French skills would be considered an asset.
- Strong customer service orientation when interacting effectively with financial donors, varied internal and external constituencies, and a wide range of stakeholders.
- The ability, and willingness, to deal with the more routine aspects of the job as well as work requiring insight and understanding of the "big picture".
- Superior ability to conceptualize, analyze, simplify and communicate written and numerical data from varied sources, including the ability to produce clear and concise documents and reports.
- Ability to conduct business professionally and develop strong working relationships with staff, all levels of management, volunteers and other stakeholders.
- Excellent problem analysis, planning and organizational skills.
- Demonstrated analytical, problem-solving, and decision-making abilities.
- Excellent organizational skills and ability to work independently and to manage multiple priorities.
- Effective interpersonal communication and writing skills, and the ability to work in a team environment.
- Strong attention to detail and accuracy while under pressure of deadlines and deliverables is essential.

For more information, please visit our website www.blood.ca/careers posting number: 8915-239