

Posted On: 2021-10-28
Closing On: 2021-11-10
Location: Toronto or Ottawa (currently working remotely)
Effective: December or January 2022
Website: <https://www.amnesty.ca/work-with-us/>
Employment Type: Contract
Level: Intermediate

Job Description

Monthly Giving Acquisitions Coordinator

Hours: Full-time
Duration: Approximately 15 month contract
Location: Ottawa or Toronto
Salary Range: \$67,626 - \$77,385
Travel: Some travel required once travel restrictions allow
Deadline: Applications accepted until Wednesday, November 10th at 5pm (eastern time),
Union: Unifor Local 567

Amnesty International Canada (AIC) is looking for a **Monthly Giving Acquisitions Coordinator** to raise funds through monthly giving from individual donors. This is a well-established and growing fundraising program and is critical to the success of Amnesty's human rights work in Canada.

Reporting to the Monthly Giving and Data Manager, this role is responsible for coordinating multiple vendors, and would suit someone who is detail oriented, has an ability to resolve issues as they arise, and enjoys building relationships with donors. The successful candidate must bring a lens of anti-racism, anti-oppression, gender mainstreaming, intersectionality, inclusivity, and accessibility to external and internal work, to all interpersonal interactions, and in line with any organization policies and protocols.

WHAT YOU'LL DO

- Work with multiple outside vendors which can include face-to-face fundraising, two-step telephone response, upgrade telephone response and direct mail
- Track expenses and invoices, and follow-up on discrepancies with vendors on a weekly basis
- Work on maintaining and improving the level of monthly giving contributions generated from this fundraising program
- Develop cultivation plans and materials for vendors
- Work closely with Amnesty's Finance and Administration and Information Technology teams to ensure data quality standards are met
- Contact monthly donors to express appreciation for their donations, answer enquiries, and respond to concerns
- Manage inventory including envelopes, newsletters, and premiums like fridge magnets, keychains, calendars, and t-shirts
- Coordinate special projects as they arise which can include coordinating a pilot project to test whether a new fundraising innovation would work for Amnesty
- Find solutions to issues as they arise, using creative approaches to problem solving

WHAT WE'RE LOOKING FOR IN A CANDIDATE

Amnesty International Canada is seeking an individual who can contribute to the diversity of Amnesty's workforce and its inclusive, anti-racist and anti-oppressive practices. The successful candidate will have a background working or having studied fundraising and is someone who enjoys managing and coordinating vendors and views problems as opportunities for creative solutions and innovation.

SKILLS AND EXPERIENCE:

- Fundraising experience, preferably in monthly giving and/or special events, or equivalent work or volunteer experience
- Previous involvement in customer service, coordinating subscription services or relevant experience in a related field
- Relevant experience in customer service or coordinating subscription services
- Demonstrated ability to manage multiple vendors
- Excellent interpersonal skills with a customer service orientation and the ability to interact with individuals from diverse backgrounds
- Proven ability to work successfully with a diverse population and in applying anti-racism, anti-oppression, diversity, equity, and inclusion principles
- Proven commitment to self-development in the principles of anti-racism, anti-oppression, diversity, equity and inclusion
- Proven ability to apply an intersectional lens to their work to achieve anti-oppression in practice
- Demonstrated proficiency with databases and data management, with good attention to detail and experience with CRM or other database software
- Strong listening skills and ability to elicit donor giving motivations and interests
- Proficiency with current online media tools for communicating, including email broadcasting
- Excellent communications skills, both verbal and written
- Demonstrated ability to work well independently as well as in a team environment
- Passion for Amnesty International Canada's mission in the protection and promotion of human rights for all people.

WHY WORK FOR AMNESTY INTERNATIONAL CANADA?

ABOUT US

Amnesty International is a movement of 10 million ordinary people in more than 150 countries who come together to achieve extraordinary results in defending and promoting human rights. We get discriminatory laws changed and prisoners of conscience released. We've helped stop torture, commute death sentences and worked to end violence against women. We stand in solidarity with Indigenous peoples demanding that their rights be respected.

OUR COMMITMENT TO ARAO AND DEI

Amnesty International Canada is committed to employment equity, actively seeks diversity in the workplace, and welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

AIC values qualified diverse candidates who bring skills that contribute to our anti-racist and anti-oppression transformational journey. At AIC, employees are expected to contribute to an inclusive environment and bring the knowledge, experience, and ability to incorporate anti-racism, anti-oppression, intersectionality, gender mainstreaming, inclusion, and accessibility practices to external and internal work and to all interpersonal interactions.

WHAT WE OFFER

At Amnesty International Canada, we are passionate about what we do, and we are proud of our achievements as a movement. To compensate our employees for the critical work they undertake, we reward them with an attractive, sector competitive salary and benefits package plus the opportunity to develop professionally.

If you are talented, passionate about human rights and want to use your skills, knowledge, and experience to change the world, we encourage you to join us.

APPLICATION PROCESS

Together with your resume, please forward a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to Amnesty International Canada's mission?
2. How would your skills and experiences (personal and professional) translate into success in this position?
3. What does a commitment to ARAO and DEI mean or look like to you?

Applications must be submitted electronically via [Charity Village](#).

Amnesty International Canada is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.