

## **Campaign Coordinator**

Location: Maxville, Ontario/Remote (Canada)

Employment Type: Full-time contract for 1 year with opportunity for extension

Level: Management

Salary: \$60,000-70,000

## **About Maxville Manor Foundation**

Maxville Manor Foundation's role is to raise money on behalf of Maxville Manor. Maxville Manor is a continuum of care providing long term care, housing and community outreach to seniors within the Glengarry and surrounding communities.

[www.maxvillemanor.ca](http://www.maxvillemanor.ca)

## **What We're Looking For**

Maxville Manor Foundation is looking for a professional and experienced fundraiser passionate about helping families living within a continuum of care for seniors and interested in growing Maxville Manor's mandate in the community.

The Campaign Coordinator will contribute to an overall goal of raising \$4 million dollars to support the Manor's capital redevelopment and expansion campaign. This role will work collaboratively with the Chief Executive Officer of Maxville Manor and all Foundation board members and Campaign Steering Committee and report directly to the CEO. The successful candidate will have experience building community partnerships and securing individual and corporate gifts, with a proven track record of identifying, cultivating, soliciting, stewarding, and strengthening relationships. This role is perfect if you are a positive, creative, self-starter inspired by our vision to make a difference in the lives of seniors.

## **Professional Responsibilities**

- 1) Gain a comprehensive understanding of the capital project of redevelopment and expansion of Maxville Manor.
- 2) Develop and implement a fundraising strategy, including (but not limited to):
  - o Individual giving through direct mail, online donations, monthly giving, memorial gifts, planned giving, the donation of securities, third-party events and major gifts;
  - o Corporate giving;
  - o Community partnerships; and
  - o Foundations and grants.
- 3) Manage a portfolio of relationships including the Campaign Steering Committee; personally solicit and close gifts as well as prospecting, cultivating and stewarding donors to maintain engagement with Maxville Manor.
- 4) Develop a communications plan and materials as required in collaboration with the Chief Executive Officer (appeal letters, donor correspondence, newsletter, case for support, etc.).
- 5) Provide statistical analysis of donor and fundraising activities.

- 6) Develop a stewardship strategy to recognize donors and secure strong renewal rates while enhancing the donor experience.
- 7) Cultivate existing donors to upgrade their support by converting them into long-term, high-value donors.
- 8) Leverage existing support of community partners and corporate sponsors to inspire further support from the community.
- 9) Acknowledge the importance of the contribution of others; share and celebrate success.
- 10) Manage the administrative and office operations associated with the role including starting a donor database.
- 11) Perform other duties as needed to ensure effective operations of the Campaign.

**Our Ideal Candidate Will:**

- Possess an enthusiastic "get it done" attitude, contributing to a positive, forward-thinking environment.
- Have a minimum of 3 years' experience and a proven record of success in raising funds for non-profit organizations.
- Be able to work flexible hours inclusive of evenings and weekends depending on donor availability.
- Possess a Post-Secondary Degree or Diploma in a related field.
- Have consistent experience meeting/exceeding high-level fundraising performance metrics.
- Have a well-organized approach to donor management and developing strong partnerships.
- Possess strong project management and time management skills.
- Have experience in creating budgets and financial reports.
- Be fully literate in Word, Excel, PowerPoint and one or more fundraising database programs.
- Have excellent communication, teamwork and interpersonal skills, including the ability to work respectfully and collaboratively with various individuals.
- Possess strong writing, presentation and networking skills.
- Thrive in high energy, busy environments while maintaining professionalism and sound judgement.
- Possess knowledge of the current trends influencing the success of the LTC, rural and non-profit sector.
- Be dependable and reliable.
- Experience in managing/leading volunteers.
- Must have a valid driver's license and access to a vehicle.

**Assets**

- Knowledge and experience working with donor databases.
- Experience in a virtual work setting.
- Reside or be familiar with Stormont, Dundas and Glengarry area.
- Experience in raising funds in a rural environment.

If you are someone who thrives on challenge, loves to lead and you are passionate about making a difference in seniors care, then this opportunity is for you and we would like to hear from you. Please apply before June 20, 2022.

Please e-mail Amy Porteous at [aporteous@maxvillemanor.ca](mailto:aporteous@maxvillemanor.ca) with your cover letter and resume. Thank you!