

**JOB POSTING
(Internal/ External)**

Shepherds of Good Hope Foundation (SGHF) is a not-for-profit charitable organization that is the fundraising arm of Shepherds of Good Hope (SGH). Its vision is funding homes, community and hope for all. Its mission is to raise the needed funds for SGH through ethical, donor-centered fundraising, and sustainable financial management. The Foundation is aligned with the core values of SGH, which works to provide permanent homes to people experiencing homelessness, helps to stabilize people in crisis, and supports members of our community through innovative harm reduction programs in multiple locations across the City of Ottawa.

POSTING NUMBER: 2022-099

POSITION: Coordinator, Capital Campaign

53,200-68,400

Full-time Contract– 24 months

Non-Union

Benefits and RRSPs

CLOSING DATE: If you have the desire to work for a foundation that is dedicated to funding homes, community and hope for all, please send your cover letter, including **salary expectations**, along with your resume to hrrecruitment@shepherdsofgoodhope.com, quoting file **2022-099, by September 28, 2022.**

JOB SUMMARY

Reporting to the Vice-President, Philanthropy, the Coordinator, Capital Campaign is responsible for the administrative side of SGHF's upcoming capital campaign. The Coordinator applies exceptional organizational skills to ensure details are captured accurately for all activities. Interacting with donors and volunteers respectfully and professionally in person, by phone, and in writing are regular expectations. The coordinator works closely with the entire organization to execute the operational and strategic plans of the Foundation and is a team player with a donor centric approach.

DUTIES AND RESPONSIBILITIES

Administration of Capital Campaign

- Provide leadership to assure that campaign organization, including pipelines, prospect tracking, strategy, moves management, task assignment and maintenance of timelines are being met on schedule.
- Conduct financial planning and management related to the Campaign external vendors and partners, including contracts, invoices and payments.
- Coordinate pitches for meetings and take a leadership role in working with donors directly.
- Coordinate the planning and execution of campaign events, including onsite meetings and visits, confirming participants and guests, arranging for parking, greeting, catering, tour planning, and follow-up.

- Provide support to the capital campaign and maintain effective day-to-day administration of the capital campaign, which includes scheduling meetings, providing administrative support, and other duties as required.
- Respond to inquiries from donors and others in person, on the phone, and/or in writing.
- Participate in stewardship activities including phone calls to donors.
- Prepare and print various types of correspondence; including but not limited to prospect packages, gift agreements, invoices, and stewardship reports.
- Work in concert with the Foundation team to ensure donation reporting and gift-acceptance is compliant with the Foundation's policies and procedures and guidelines established by the Canada Revenue Agency for Charitable Organizations.
- Manage special projects related to the capital campaign as required/assigned.
- Assist with other responsibilities as required by the Foundation team.

EXPERIENCE AND QUALIFICATIONS

- Post-secondary education in fundraising, marketing & communications, business administration or equivalent combination of education and experience.
- Minimum of 1-year administrative experience in a fundraising organization.
- Basic understanding of various components of a comprehensive fund development program.
- Proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Strong attention to detail and ability to set priorities and meet strict deadlines in a fast paced, challenging environment.
- Excellent written, proof-reading and editing skills are essential.
- Oral communications and superior listening skills are crucial to this role.
- Strong relationship building skills and ability to work collaboratively in a cross-departmental and multi-stakeholder team environment.
- Knowledge of ASANA and Raiser's Edge is preferred.
- Bilingualism (French, English) is preferred.

We appreciate your interest and advise that only those selected for an interview will be contacted.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.