



Œuvre des Manoirs
Ronald McDonald
House Charities
Ottawa

Keeping Families Close™
Garder les familles ensemble

Annual Giving Fundraiser

Full time, permanent
\$50,000 to \$70,000

Ronald McDonald House Charities Ottawa (RMHCO)

Since 1984, Ronald McDonald House Charities Ottawa (RMHCO) has provided a safe, inclusive, and compassionate place for families to call 'home'. Providing the comforts of home to out-of-town families whose children are seeking treatment at the Children's Hospital of Eastern Ontario (CHEO) allows them to focus on their child's health and removes the financial burden and the commute they would otherwise incur. RMHCO also operates two Family Rooms within the hospital, providing all families a space to rest and recover, as well as access to the comforts of home while spending long days in the hospital. These Family Rooms are used primarily by families who reside in Ottawa.

RMHCO operates independently and works closely with the greater Ronald McDonald House Charities network (across Canada and globally). Our House can currently accommodate 14 families at a time, and we are about to expand to 36. Our team is growing, and this is an exciting time to join our organization. Our staff complement is 12 and we have 92 amazing volunteers who help with operations. We are investing in our fundraising team to meet the future needs of our House.

Job Purpose:

This new role, Annual Giving fundraiser, is part of the team of fundraisers responsible for the execution of the Annual Giving plan for RMHCO. He or she is responsible for both implementing specific areas within the plan, and assisting with others, as directed by the CEO.

Key Responsibilities:

- Act as the main RMHCO contact and representative for 3rd party fundraising events. Coordinate the application and approval process, work with the Communications Coordinator to provide and/or approve event marketing materials, and set aside time to secure new 3rd party fundraising opportunities.
- Manage a portfolio of Annual Giving donors as the lead relationship contact – inclusive of thoughtful stewardship, data tracking and analysis, and strategic program growth.
- Coordinate the execution of McDonald's event-based fundraising initiatives on behalf of RMHCO, including liaising with local owner/operators to maximize fundraising success and provide thoughtful stewardship.
- Coordinate and grow the RMHCO PJ Walk, a school-based fundraiser with high potential for growth.
- Coordinate and grow the RMHCO 50/50 fundraiser, exploring new ways to increase ticket sales.
- Working with the Communications Coordinator, create content for donor stewardship of the National Partnerships Program (NPP) with RMHC Canada.
- Assist with elements of the execution of RMHCO signature fundraising events.
- Contribute to the development of new strategies to increase revenue through existing Annual Giving programs.
- Contribute to the strategic development and execution of an Annual Giving fundraising plan to fund ongoing and future operational costs for the House/Family Rooms.
- Ensure Raiser's Edge (the donor database) is kept up to date, recording new information and actions as they occur.

- Working with the team, ensure data entry is consistent, clear, and accurate.
- Build and execute accurate data reports from Raiser's Edge, as required by leadership and as needed for job execution.
- Contribute to the successful implementation of RMHCO's Strategic Plan and annual operational plan.
- Work cooperatively and effectively with members of the staff and volunteer teams to advance the mission in a collaborative, integrated manner.

Core Competencies:

- **Communication Excellence**
The ability to convey ideas persuasively in a clear, concise manner. Excellent written, verbal, presentation, and interpersonal skills.
- **Relationship Management**
A commitment to build and maintain a positive rapport with internal and external stakeholders. Recognition of the role that donors, partners and colleagues all play in the success of RMHCO and RMHC Canada.
- **Leadership**
Engages and inspires others to help accomplish team and organizational goals. Maintains professionalism under pressure. Models the RMHC core values.

Qualifications:

- Post-secondary degree or diploma in Fundraising or a related field.
- At least 3-5 years of progressive experience in fundraising, including specific experience in Annual Giving.
- Excellent writing and problem-solving skills.
- Excellent organizational and project management skills, with the ability to manage multiple priorities in a dynamic and time-sensitive environment.
- Dependable, flexible, and resourceful with excellent team and interpersonal skills.
- Proficient in Microsoft Office Suite (including PowerPoint, Excel and Word).
- Proficient in Raiser's Edge is an asset.
- Pre-employment Criminal Records Check and Child Abuse Registry Check are required.
- A valid driver's license and vehicle are considered assets.
- RMHCO has made the decision to implement a COVID-19 vaccination policy for all staff, volunteers, guest families, visitors, and contractors. Proof of Vaccination is required.

Application Process: Applications will be accepted until October 17th, 2022. If you wish to apply, please submit your resume and cover letter by email to careers@rmhottawa.com. Although we appreciate the interest of all candidates, only those invited for an interview will be contacted. RMHCO is committed to offering reasonable accommodations to job applicants with disabilities. If you require accessibility accommodations to participate in the recruitment process for the above position, please state required accessibility accommodations with your email application.