



CAMPAIGN AND PHILANTHROPY ASSOCIATE

The full salary range for this role is \$53,976 to \$73,008, with a typical starting salary between \$53,976 and \$63,492, depending on your experience and qualifications. We offer a competitive benefits package and a defined pension.

We value flexibility and collaboration. Our telework program allows staff to work remotely up to two days per week. Team members are onsite at least three days each week – Tuesdays and Thursdays together, plus one additional day chosen by you (with your manager's approval).

About the Royal Ottawa Foundation for Mental Health

At the Royal Ottawa Foundation for Mental Health, we're helping more people reclaim their lives from mental illness and addiction.

When we inspire our community to give, we increase access to innovative treatments, accelerate research, and enable our colleagues across The Royal to deliver better outcomes for patients and their families.

We are proud to work alongside a team that has solidified its position as a leader in mental illness and addiction care and research with a local, national, and international reach.

How We Support You

In addition to contributing to meaningful work, we empower our teams to build their futures along with ours, to create a career path that is fulfilling to them long-term. We remain dedicated to our employees to uphold the values on which the Royal Ottawa Foundation was built: integrity, respect, and community. You will be mentored and supported by an incredible team of leaders and experts in their field.

About the Campaign and Philanthropy Associate

The Campaign and Philanthropy Associate ("Associate") plays a vital role in advancing the fundraising priorities of the Royal Ottawa Foundation for Mental Health ("Foundation"). As a member of the Philanthropy team, this role provides critical support in campaign and volunteer engagement, prospect research and donor pipeline management, and team operations and data management. The Associate ensures accurate records, clear processes, effective reporting, and coordination of budgeting and forecasting, while also supporting the work of volunteer leaders such as the Campaign Cabinet.

By maintaining strong systems, enabling collaboration, and assisting with cultivation, solicitation, and stewardship activities, the Associate enhances the effectiveness of the Philanthropy team and contributes directly to inspiring philanthropic support for mental illness and addiction care, research, and education at The Royal.

Key Areas of Responsibility

1. Campaign & Volunteer Engagement

- a. **Volunteer Coordination:** Coordinate and track activities of volunteer leaders managed by the Philanthropy team, such as Campaign Cabinet members, ensuring clarity of assignments, follow-ups, and outcomes.
- b. **Volunteer Action Plans:** Develop and maintain volunteer action plans for Campaign Cabinet and other volunteer leaders managed by the Philanthropy team.
- c. **Relationship Inventories:** Maintain master prospect and donor inventories, organized by capacity, sector, and community, as well as volunteer relationships, to support strategic engagement.
- d. **Logistics & Project Support:** Provide administrative and logistical support for campaign planning and execution, including meetings, briefings, donor/volunteer events, and support for key projects.

2. Prospect Research & Pipeline Coordination

- a. **Prospect Identification:** Conduct research to identify potential individual, corporate, family, and foundation supporters. Utilize various research tools and databases to gather relevant information.
- b. **Donor Profiling:** Develop profiles on prospects and current donors, including giving history, philanthropic interests, and capacity to give.
- c. **Record Maintenance:** Maintain accurate and up-to-date prospect and donor records in Raiser's Edge (RE), including activity tracking, opportunity updates/coding, call reports, donor insights and other record maintenance as required.
- d. **Pipeline Reporting:** Generate and distribute a variety of prospect and donor reports (e.g., opportunities, pledges, activities, moves management, top prospects) to monitor progress and support fundraising strategy.
- e. **Clearance/De-Clearance:** Support the prospect clearance/de-clearance process in collaboration with fundraisers and leadership.
- f. **Gift Charts:** Assist in maintaining gift charts and prospect lists for Cabinet and leadership use.

3. Philanthropy Team Operations

- a. **Operational Coordination:** Coordinate operational needs of the Philanthropy team, including budgeting and forecasting, in collaboration with the Director, Philanthropy.
- b. **Donor Engagement Support:** Assist in organizing donor meetings, stewardship updates, and cultivation events.
- c. **Personalized Letters and Acknowledgements:** Draft, personalize, and prepare donor thank-you letters, pledge reminders and acknowledgements to ensure timely, accurate, and meaningful communication.

- d. **Pledge Fulfillment:** Support pledge and gift agreement fulfillment tracking.
- e. **List Reviews:** Review and prepare donor and prospect lists for mailings, invitations, and announcements.
- f. **Reporting & Analysis:** Produce reports and analysis on donor activity, volunteer engagement, and campaign progress to support team effectiveness.
- g. **Database Resource:** Serve as a Philanthropy team resource for Raiser's Edge, assisting with data entry, queries, and reporting.
- h. **Data Integrity:** Monitor accuracy of donor and gift records, ensuring data integrity and compliance with policies.
- i. **Expense Tracking:** Track team expenses and reconcile against budget allocations, ensuring accuracy and timeliness.
- j. **Process Support:** Support processes and systems that enable efficient planning, tracking, and reporting of team activities.

4. Other Responsibilities

- a. **Compliance and Organizational Safety:** Works in a manner that is in compliance with staff and patient/client safety practices, policies and procedures of The Royal. Adheres to relevant regulations, privacy policies, charitable tax laws, CRA guidelines and ethical industry practices.
- b. **Workplace Conduct:** Ensures a work environment that is conducive to The Royal's Anti-Racism, Harassment, Discrimination-Free Workplace practices. Demonstrates commitment to health equity, values diversity and contributes to an inclusive working environment. Embodies the Foundation's Culture Code, fostering a respectful and inclusive work environment.
- c. **Collaboration:** Participate in cross-team projects, committees, and process improvement initiatives.
- d. **Additional Support:** Perform other related duties as assigned.

About You

Qualifications & Key Competencies

- Post-secondary education in fundraising, business administration, communications, or related field, or equivalent combination of education and experience.
- 2-4 years of experience in fundraising support, donor relations, or campaign coordination. Prospect research experience is an asset.
- Strong organizational and administrative skills with keen attention to detail.
- Proficiency with donor databases (Raiser's Edge experience preferred) and Microsoft products.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities, meet deadlines, and work collaboratively as a member of a team.
- Demonstrated commitment to equity, diversity, inclusion, and respect in the workplace.
- Bilingualism (English/French) is an asset but not required.

How to Apply

The Royal Ottawa Foundation thanks all applicants. Only those selected for an interview will be contacted. The Royal Ottawa Foundation is a respectful, caring and inclusive workplace. We champion accessibility, diversity and equal opportunity. We welcome all applicants, including but not limited to all religions, ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who contribute to the diversification of ideas.

We are an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the recruitment process.

All applicants must provide a recent resume that clearly indicates that they meet the required qualifications. To apply please submit an application, **no later than November 14, 2025** at the link below:

<https://www.theroyal.ca/careers/external-postings?p=job%2Fo33Lyfw9>