



The YMCA of Greater Vancouver Employment Opportunity

Date Posted:	December 22, 2017
Position Title:	Coordinator, Annual Giving
Location:	Joyce YMCA: Vancouver, BC (travel is required to visit other work locations in the Lower Mainland)
Terms:	Full-time, Permanent
Shift:	35 hours per week (some evenings and weekends as required for special events)
Hiring Range:	\$40,000-\$46,000
Start Date:	January 2018
Reports to:	General Manager, Annual Campaign Lead

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

Nature and Scope:

As part of the Fund Development team, this position contributes to reaching an annual goal of \$2.5 million to align with our 20/20 Focus strategic plan. The annual YMCA Strong Kids Campaign is a key area of focus for annual giving. This campaign is focused on raising much needed financial support to address our three key areas: vulnerable children and families, unhealthy lifestyles, and isolation.

Function:

Reporting to the Annual Campaign Lead the Annual Giving Coordinator's focus is to support annual fundraising in all YMCA branches. This requires working collaboratively with staff and volunteers to support them to meet annual fundraising targets. This position will require a self-directed, self-motivated candidate with proven, exceptional interpersonal and communication skills. The Annual Giving Coordinator is an integral part of the Fund Development team and essential to the YMCA's efforts to raise funds. The incumbent must have experience working directly with a variety of internal and external stakeholders, excellent interpersonal skills, event management skills, a strong aptitude for fundraising, and a commitment to delivering exceptional customer service while managing multiple projects and deadlines.

Responsibilities:

- In collaboration with the Fund Development team, help drive an integrated fundraising strategy that will establish strong philanthropy practices in all YMCA branches
- Participate in the delivery of philanthropy training for all YMCA branches and mentor staff and volunteers in fundraising practices
- Work with branches to develop, recruit, and support their Annual Campaign Volunteer committees
- Generate awareness of the YMCA as a charity in the community and build relationships with existing and new community partners through pledged events, third party events, sponsorship, and other initiatives
- Execute donor relations activities for YMCA Strong Kids campaign

- Develop fundraising event kits that enable YMCA branches to share with community stakeholders to increase 3rd party fundraising for YMCA
- Assist with coordinating budgets, reports, and statistics
- Plan and lead the United Way YMCA Staff workplace annual campaign
- Assist with donors “moves management”, donor relations and stewardship, specific to the YMCA Strong Kids campaign
- Data analysis on past giving trends, future targets, prospect research and other administrative support as required
- Maintain accurate donor files with professional confidentiality utilizing fundraising database Raiser’s Edge
- Support Association-wide initiatives and events, coordinating volunteers and staff support
- Other administrative tasks as required

Qualifications/Experience:

- Post Secondary Degree or Diploma in a related field and 2 years related experience and/or a combination of related education and work experience
- Demonstrated achievement in annual fund development, training, and event management
- Ability to plan, implement and monitor event budgets
- Excellent written, verbal and interpersonal communication skills
- Experience and ability in preparing and delivering presentations to internal and external groups
- Team player with proven ability to foster community relationships and fundraising opportunities.
- Proven ability to plan, prioritize, implement multiple projects under pressure to meet deadlines
- High degree of independence and initiative
- Ability to work some evenings, weekends and flexible schedule, as required
- Respect for confidentiality and strong sense of professional ethics
- Proficient with Microsoft Office (Excel, Word, PowerPoint), Internet and Google Mail.
- Knowledge of Raiser’s Edge an asset.
- Valid Driver’s License and access to a vehicle
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

Competencies:

In addition to bringing a commitment to the YMCA’s vision, mission, values and service, the candidate should possess the following competencies:

Lives the Values of the YMCA: Exhibits authenticity by building trust and being approachable, exhibits conviction for the values of the Association and is personally credible, promotes the YMCA's fundraising

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes

Coaching and Development: Commits to assisting participants, volunteers and staff in continuous learning and development, shares knowledge and experience

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience, ensures service standards are followed and implemented

Relationship Building: Builds positive interactions both internally and externally to achieve work related goals, communicates effectively to create an open communication environment among participants and staff

Results Oriented: Manage and lead to achieve and exceed identified goals.

Application Process:

Internal Applicants: Please inform your supervisor prior to application. Apply using the link below:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=139037&lang=en_CA&source=CC2

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=139037&lang=en_CA&source=CC3

Application Deadline: 6:00pm on January 16, 2018

*Thank you for your interest and application.
Due to the high volume of applications received, only short-listed candidates will be contacted.*



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