



Job Posting

Manager, Annual Giving

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women and families in the Edmonton region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all.

Job Summary:

Reporting to the Associate Director, Fund Development, the Manager, Annual Giving is responsible for generating and increasing agency revenue through direct fundraising activities as part of the External Relations (ER) team. This individual is a visionary and a go-getter, with a proven track record of meeting fundraising targets, innovative thinking, and managing relationships in a charitable environment.

This is a full-time permanent position of 37.5 hours per week working days, evenings, and weekends, with flexibility to accommodate the schedules of donors, volunteers, and special events.

Responsibilities:

- Plan and execute a comprehensive annual giving program including the following:
 - Maintain and update the donor databases
 - Gifts and donations
 - Fundraising special events
 - Digital fundraising
 - All annual giving
- Participate in all aspects of the donor cycle of identifying, soliciting, securing, and stewarding various types of relationships
- Develop and advance the donor pipeline and pool of supporters empowering the organization's programming, as well as exploring additional strategic fundraising opportunities as they arise
- Develop and grow a more robust monthly giving program
- Work and collaborate with ER team to identify, cultivate, and solicit major gifts
- Communicate the work of the agency to enhance donor loyalty and ultimately raise philanthropic contributions
- Engage and maintain existing and new corporate and sponsor relationships
- Maintain good public relations with the Edmonton community at large
- Other duties as assigned

Qualifications Required:**Experience, Skills, and Knowledge:**

- Passion for the mission and goals of YWCA Edmonton
- Minimum 3 years' direct experience in fundraising, with demonstrated success meeting fundraising targets
- Post-Secondary education in a related field (equivalent experience will be considered)
- Effective relationship building skills with diverse donors, volunteers, and other stakeholders
- Solution-focused, with a customer service orientation and the ability to proactively identify and manage challenges
- Strong organizational skills to determine work priorities and manage multiple projects
- Excellent oral and written communication skills with attention to detail
- High level of professionalism and drive, with an enthusiasm and passion for delivering results
- Proficient in the Microsoft Office suite of products; knowledge of Customer Relationship Management (CRM) database The Raiser's Edge is considered an asset
- Ability to work effectively with volunteers, staff, and management
- Strong presentation and public speaking skills
- Supervisory experience is an asset
- Knowledge of legislation surrounding charities and charitable giving is considered an asset

Additional Requirements:

- A valid driver's license, access to a personal vehicle, and willingness to travel as required
- All candidates will be obliged to comply with YWCA Edmonton Vaccination Policy, as a condition of employment.
- Able to work evenings and weekends when required
- Able to provide a clear Criminal Record and Vulnerable Sector Check
- Able to provide a clear Intervention Record Check

Salary:

Annual salary: \$61,000

To Apply:

Please submit your cover letter and resume to I.miller@ywcaedm.org. Please include Manager, Annual Giving in the submit line of the email.