



**YMCA of Central
East Ontario**



FUNDRAISING ASSISTANT

Position: Fundraising Assistant

Location: Association Services Belleville

Schedule: 40 hours bi-weekly

Closing Date: April 26, 2024

To work for the YMCA of Central East Ontario is to:

- Work in a diverse and socially inclusive environment
- Help create meaningful opportunities that impact the lives of individuals
- Help increase the health of our communities
- Feel appreciated as an individual
- Work in an environment where you can make a meaningful contribution
- Have work-life balance and a family friendly environment to help you balance your personal and work commitments
- Make a difference in your community

You can accomplish all of this while having fun in a challenging and dynamic atmosphere!

The YMCA of Central East Ontario is a charity dedicated to strengthening the foundations of community by being a recognized leader and valued partner in the development of healthy communities. This position requires a commitment to the Y mission and core values of caring, honesty, inclusiveness, respect, responsibility, which form the foundations of all Y programs and services.

Why work for our charity?

The YMCA of Central East Ontario is a leading charity committed to strengthening the community through youth development, healthy living and social responsibility. We are guided by values that influence our actions and the decisions we make: Caring, Honesty, Respect, Responsibility and Inclusiveness. The YMCA provides our employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. Our vision of Strong Kids, Healthy Families, and Inclusive Communities helps guide our work and strategic priorities.

The YMCA of Central East Ontario is at an exciting point of transformation. We are seeking a strategic thinking, innovative, organized and passionate person to join our team and help to continue to bring our vision to life.

About the position:

Reporting to the Vice President of Funds Development, the Fundraising Assistant is an integral member of the YMCA'S philanthropy team, providing data management and Annual and Capital Campaign support to ensure the YMCA achieves its fundraising goals, confidentially is a key requirement of the position.

Specific Responsibilities Include:

- Assist in the maintenance of the Annual Campaign and Capital Campaign databases in Raiser's Edge including helping to track progress of the campaigns, assist in developing and maintaining campaign report system and perform regular reviews of the donor database to ensure accuracy.
- Provide staff support to Strong Kids Campaign Committees; including tracking, reporting, stewardship, providing correspondence and assisting with recruitment.
- Issue "Official Receipts" for income tax purposes for all qualified CRA standards for the association.
- Import and export data, extract and analyze data using queries and produce reports from Raiser's Edge.
- Provide proactive support to Annual and Capital Campaigns, including assisting in drafting correspondence, preparing proposals, campaign packages, briefing notes, reports and presentations.
- Assist in preparing, coordinating and maintaining correspondence, including gift agreements, acknowledgements, reports and reminders.
- Develop, design and ensure processing of YMCA campaign promotional materials, thank you letters, solicitation letters, newsletters and holiday mailing.
- Provide Staff support to Funds Development Committees; aligning and coordinating systems for donor communication and recognition for the Association.
- Assist and support fundraising and special events throughout the Association.
- Any additional support/tasks as may be needed by the Vice President of Funds Development.

Working Conditions:

- Requirement of Standard First Aid and CPR
- Clear Vulnerable Sector Check
- Variable hours- may include evening and weekends
- Multiple time and task pressures
- May include out of town meetings, travel, training and work
- Valid Driver's License and insurance is required

Education/Training/Qualifications:

- Excellent interpersonal and communication skills and a demonstrated ability to work effectively and constructively with a diverse group of staff, volunteers and donors
- Demonstrated ability to organize work, set priorities, and meet multiple deadlines with a strong attention to detail.
- Superior communication skills, both written and verbal; ability to communicate in a professional, diplomatic and tactful manner.
- Post-Secondary education in a related area.

Experience:

- Strong experience with AcitveNet and Raiser's Edge
- Experience with word processing and spreadsheet software (ideally Microsoft Office)
- Finance experience
- Understanding of donation administration
- Minimum 3 year's progressive fundraising experience and database management desired.

Core Competencies:

- Communication
- Commitment to Organization Vison & Values
- Service Orientation

How to Apply:

All interested candidates are to submit a resume to:
Dana Schoenhals
Payroll and Human Resources Coordinator
Dana.Schoenhals@ceo.ymca.ca

Applications will be received until April 26, 2024

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that with the high amount of applicants, only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.