



Canadian Jesuits International

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JOB POSTING: Donor Relations Coordinator

Application deadline: Applications are accepted and reviewed on a rolling basis until the position is filled. We encourage you to apply early.

POSITION SUMMARY

Canadian Jesuits International (CJI) is seeking a highly motivated, dynamic **Fundraising Professional** to implement CJI's fundraising strategy by identifying prospects for donor upgrade, major gifts, planned giving and specific donor acquisition strategies.

The Donor Relations Coordinator will cultivate existing funding opportunities and identify new ones to secure contributions from a variety of donors, especially major donors. In this role you will expand CJI's financial base in line with CJI Strategic Mission and will promote excellence in donor stewardship through transparent, engaging and effective communication with donors.

The role is a full-time position with benefits. It may include work in the evenings and weekends as well as travel within Canada and the occasional international travel.

About Canadian Jesuits International (CJI)

CJI is the international development agency of the Jesuits in English Canada, committed to the promotion of justice with a preferential option for the poor. Working with local Jesuit partners in Asia, Africa, Latin America and the Caribbean, CJI supports international programs in education, health, sustainable agriculture, livelihood support, refugees and emergency relief. CJI also runs awareness-raising educational programs on global citizenship and social justice in Canada with youth and adults in schools, parishes, social justice networks and other organizations. For more information, visit <http://www.canadianjesuitsinternational.ca>

KEY RESPONSIBILITIES

Strategic

1. Update and implement CJI's fundraising plan based on existing and future funding priorities.
2. Develop donor upgrade and acquisition strategy, with effective tactics for implementation, including planned giving.
3. Ensure that the organization has a holistic fundraising approach, integrating Communications, outreach, international programs and administration procedures to build on donor-centric culture in the organization.

Tactical

1. Implement segmentation of donor database and integration with communications, through strong CRM database knowledge and proficiency.
2. On-going stewardship and identification of prospects for upgrade from annual to monthly, major gift and planned giving, and for acquisition.
3. Regular monitoring of fundraising and donor metrics, through reports and analysis of fundraising effectiveness, for review with Director, staff team and Board as required.
4. Produce materials and data profiles necessary for CJI staff and Board to represent the organization, as appropriate, to the public, donors and prospects.
5. Develop and maintain an excellent working knowledge of the organization's programs and funding priorities.
6. Assist CJI staff in creating templates for donor-specific communications, e.g. recognition letters, project funding updates and specialized direct donor approaches.

QUALIFICATIONS:

- 3 - 5 years fundraising experience.
- Excellent command of written and spoken English; a second language is an asset.
- Strong communication skills, excellent writing, presentation and public speaking skills.
- Demonstrated commitment to social justice and international development.
- Comfortable working in a faith-based organization, with Jesuit partners, Roman Catholic audiences and institutions and an understanding of Catholic Social Teaching.
- Effective in cross-cultural settings.
- Proficient in latest software programs, social media, web and print communication
- Demonstrated organizational skills, capacity to take the initiative, set priorities and meet deadlines.
- Proven ability to work effectively as part of a small team and with little supervision.
- Flexibility to travel within Canada and occasionally internationally and to work outside of regular office hours.

OFFICE LOCATION: 70 St. Mary Street, Toronto

POSITION TYPE: Full time

START DATE: Immediately

ACCOUNTABILITY: Reports to the Executive Director of CJI

To apply, please submit your resume and cover letter highlighting your suitability for the position to cjijobposting@jesuits.ca. Applications are accepted and reviewed on a rolling basis until the position is filled. We encourage you to apply early.

CJI is committed to diversity in its workplace and welcomes applications from all qualified candidates eligible to work in Canada.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.