



JOB POSTING

DATE POSTED: AUGUST 11, 2021

POSTING #: 2021-78

MANAGER, ANNUAL & COMMUNITY GIVING

Eva's Initiatives for Homeless Youth provides safe shelter, supportive services, and long-term solutions to youth homelessness. We believe all young people deserve safe, affordable housing, great support, and access to the resources to reach their full potential.

Eva's Initiatives is an innovative organization that works locally and nationally to prevent, reduce and end youth homelessness. Eva's Initiatives operates three specialized shelter facilities, Eva's Place, Eva's Satellite and Eva's Phoenix. The position works in a shelter environment with its associated stresses and with youth who may at-times be in crisis and may demonstrate related behaviours.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

We are looking for a dynamic and outgoing individual to join our development team as the Manager, Annual and Community Giving. This role will be primarily accountable for implementing Eva's annual and community engagement activities. This position will take on the leadership role in building and sustaining individual and community-based support for Eva's as well as working within the close knit development team on various events and projects.

The Manager, Annual and Community Giving position reports to the Manager, Major Gifts and is located at **Eva's Administrative Office**: 401 Richmond Street West, Suite 245, Toronto, ON.

RESPONSIBILITIES

- Works with the development team to assist in the planning and execution of the annual development plan, with a focus on annual and community-based giving.

- Builds and maintains relationships with mid-level donors (generally under \$1,000) through various fundraising strategies through the entire donor cycle.
- Provides day-to-day management and logistical oversight of the monthly giving program.
- Works closely with the Manager, Major Gifts on identifying mid-level donors as major gift prospects.
- Plans and delivers on a cohesive philanthropic direct marketing plan and calendar of activities, including an integrated digital marketing strategy in collaboration with the Digital Communications Specialist. This includes the annual direct mail and telemarketing campaigns.
- Builds and maintains relationships with faith-based organizations, schools and third-party fundraisers.
- Provides logistical support to larger event-based community activities, namely Home Depot's Orange Door Campaign, and Hockey Helps The Homeless.
- Coordinates employee giving activities through organizations such as United Way and Benevity.
- Generates lists and reports for ongoing pipeline management and ROI on fundraising activities.
- Analyses donor data and metrics to aid in developing a strategy to grow each revenue stream.
- Stays up to date on broader philanthropic trends and latest practices in annual giving strategies.
- Provides support to the development team on related events.
- Fulfills other duties and assigned tasks as required.

JOB SKILLS AND ABILITIES

- People-oriented with the ability to connect and understand the interests of prospects and donors.
- Mature, self-disciplined and self-motivated with an entrepreneurial approach to their work.
- Collegial and team-oriented with the ability to work independently and maintain professional work relationships when collaborating.
- High attention to detail coupled with strong organizational skills.
- Ability to work with donors, volunteers and community groups with tact and diplomacy.
- Ability to work in a fast-paced environment and meet deadlines with a sense of urgency.
- Excellent verbal and written communicator.
- Good understanding of CRA regulations.
- Strong technical abilities with databases and online platforms such as Office 365.

QUALIFICATIONS

- College or University degree/diploma, or equivalent work experience.
- CFRE certification or equivalent specialty certification considered an asset

- At least three (3) years of experience in face-to-face fundraising.
- Experience with regular usage of a donor database to update donor information, pull lists and generate reports.
- Experience working for a community-based organization and/or vulnerable populations with an anti-oppression framework is highly desired.
- Excellent verbal and written communication skills to produce reports and deliver effective presentations
- Experience and comfort presenting to large groups.

APPLY

Submit a cover letter and resume in one document by **5:00pm on September 13, 2021** to careers@evas.ca. Be sure to indicate **2021-78 Manager, Annual & Community Giving** in the title.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

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We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

Eva's Initiatives for Homeless Youth

Administrative Office: 401 Richmond St W., Suite 245, Toronto, Ontario, M5V 3A8
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   Connect with us @evasinitiatives