



JOB POSTING

POSTING #: 2023-60

POSITION TITLE: DONOR ENGAGEMENT SPECIALIST

THE OPPORTUNITY

Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

DUTIES AND SCOPE OF WORK

Reporting to the Director of Development, the Donor Engagement Specialist will bring their strong relationship-building and project management skills to the Development and Communications team. This position will provide oversight and support relating to Eva's annual giving program as well as help grow and diversify our partnerships with corporate and community engagement donors.

The successful candidate will use their strong knowledge of anti-oppression frameworks, through the lens of anti-Black racism, to help cultivate and solidify relationships with donors looking to engage with a non-profit that is intentionally supporting Black youth.

This is a pivotal time to join Eva's as we celebrate the transformational change that is occurring in greater society and live our values using an anti-oppression lens in a manner that respects our clients and further enhances our mission.

KEY DUTIES RESPONSIBILITIES

Annual Giving support

- Contribute to the annual fundraising plan, with a detailed focus on recommendations connected to the cultivation and retention of their stakeholders and portfolio(s).
- Work collaboratively with Eva's Development and Communications team to support delivering a cohesive, integrated marketing plan and calendar of activities. This includes project management support for the annual direct mail, digital, and engagement activities.

- Measure and report on progress toward targets and collaborate with the Director of Development to adjust the plan to support achieving goals.
- Recommend procurement of associated goods and services.
- Recommend and coordinate vendor relationships and event logistics.

Partnership and Community Engagement and management

- Manage a corporate and community engagement strategy that drives appreciation and a deeper connection to how donor investments impact our work.
- Develop, maintain and grow a broad, genuine network of relationships within an assigned donor base, and work collaboratively to identify and materialize potential giving opportunities and campaigns.
- Identify, investigate, and qualify sponsor leads and donor prospects, finding ways to build relationships and engage with existing and potential donors.
- Work collaboratively with Programs and Services teams to understand their needs and identify creative opportunities to work together on fundraising initiatives.
- Write and present proposal content related to partnership grants, and sponsorships.
- Prepare and deliver employee engagement presentations to corporate partners and volunteers.
- Research and lead community giving tactics to engage Eva’s event committees, service clubs, and employee groups, in fundraising and volunteer initiatives.
- Optimize online and offline 3rd party experience; support and engage 3rd party event organizers.

Stewardship

- Delivering on stewardship and reporting requirements for their assigned portfolio to achieve retention and growth targets.
- Recommend and implement creative stewardship and engagement programs, communication tools, and activities to deepen connection and opportunities for current portfolio of donors.

QUALIFICATIONS

- Bachelor's degree in a related field (such as nonprofit management, business administration, or communications) is preferred.
- Proven experience in fund development, partnership management, or related roles within the nonprofit sector.
- Strong knowledge of fundraising principles, strategies, and techniques, including grant writing, donor cultivation, and event planning.
- Passion for the mission of Eva’s and supporting youth experiencing homelessness.
- Minimum 3-5 years of experience in the not-for-profit sector.
- Experience working for a community-based organization and/or with vulnerable populations with an anti-oppression framework is highly desired, particularly from an anti-Black racism lens.

- Strong technical abilities with databases and online platforms such as Microsoft Teams and Raiser’s Edge NXT.
- Demonstrated fundraising and project management experience managing and reporting on diverse revenue streams and campaign goals.
- Proven ability to build and manage a prospect pipeline.
- Highly proficient interpersonal skills with a demonstrated ability to build networks, collaborate and engage communities of support.
- Confidence, competence, and comfort working with senior volunteers and organization leaders.
- Tactful and dynamic with the ability to encourage engagement and support the fundraising goals of the Development team.
- Self-disciplined, and self-motivated with the ability to work efficiently using an innate sense of urgency to meet deadlines.
- Excellent verbal and written communication skills to produce reports and deliver effective presentations to large groups.
- Demonstrated ability in working from an Anti-Black racism, anti-oppression and culturally safe perspective/framework.
- Understanding of issues related to youth homelessness, 2SLGBTQ identities, mental health and substance use problems and disorders.

APPLY

Submit a cover letter and resume in one PDF document by **Nov 29, 2023** to careers@evas.ca. Be sure to indicate **2023-60 Donor Engagement Specialist** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva’s Initiatives for Homeless Youth

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