



## **Anishnawbe Health Foundation**

### **Manager, Annual Giving & Donor Relations Full-time Continuing**

Anishnawbe Health Foundation is looking for an enthusiastic, energetic and collaborative team member who wants to work as part of a small and dynamic shop. The candidate will focus on growing our donor base and completing an ambitious campaign to build a new Centre for Indigenous health and healing.

Anishnawbe Health Toronto is an accredited Community Health Centre in downtown Toronto. The Centre's mission is to improve the health and well-being of Indigenous people in spirit, mind, emotion and body by providing traditional healing within a multi-disciplinary health care model. Since 1987, Anishnawbe Health has been the only provider of western medical services and Traditional Health and healing services to a rapidly growing urban Indigenous population.

Anishnawbe Health Foundation's mission is to inspire philanthropy to:

- Support an environment where the urban Indigenous community can heal spiritually, physically, emotionally and mentally by enhancing capital and program funding for Anishnawbe Health Toronto; and
- Foster the reclamation, preservation, research and application of Traditional Healing methods, including the sharing of these with all people.

#### **PURPOSE OF POSITION:**

Reporting to the Foundation's Executive Director, the Manager, Annual Giving & Donor Relations is responsible for supporting Foundation revenue growth through developing and supporting donor cultivation and solicitation of gifts up to \$10,000. The Manager is also responsible for the planning and execution of the Foundation's donor stewardship and recognition activities.

#### **PRIMARY ROLE RESPONSIBILITIES:**

##### *Strategy & Budget (15%)*

- Manage the planning and budgeting for all annual giving campaigns, cultivation and stewardship activities to meet annual team targets.
- Works collaboratively with the team to identify strategies for potential major gift and planned giving donors from within the annual program.

##### *Annual Giving (25%)*

- Keep up to date on best practices, innovative approaches and new opportunities to grow effectiveness and efficiency of integrated direct response programs.
- With an agency partner, create multi-platform direct marketing strategies to meet ambitious growth targets for revenue and donor base expansion, focused on growing monthly giving.
- With the Manager of Communications and Events, oversee the development of all annual marketing materials from copy, creative and approvals, ensuring accuracy and consistency of messaging.



## **Anishnawbe Health Foundation**

### *Donor Relationship Manager (25%)*

- Works with the Foundation team to manage the prospect pipeline to identify, engage, nurture, solicit, and support donors.
- Personally manage the relationships with a group of donors and prospects in the \$1,000 to \$10,000 range, including third party events.
- Provide staff support to leadership volunteers in securing donations and sponsorships up to \$10,000.

### *Cultivation/Stewardship (25%)*

- Build and maintain excellent relationships with prospects, donors, volunteers and Anishnawbe Health Toronto staff.
- Develop and oversee annual stewardship communications plan for all annual donors, including Sweetgrass Monthly Giving Circle members.
- Manage donor recognition projects, including annual report and website listing, donor wall and named recognition.
- Work with the Manager Communications & Events, to manage two to three cultivation events for donor prospects at the \$5,000+ level and an annual stewardship/recognition event for donors.

### *Database/Files (10%)*

- Design and pull database reports to support team in developing fundraising strategies; to track and analyze appeal results; and to develop cultivation plans.
- Document and maintain donor correspondence files including donor database records, gift agreements and pledge reminders.

### **EXPERIENCE:**

- Post-secondary education and/or equivalent related experience in fundraising, marketing or a related field required.
- Three to five years of fundraising experience an asset.
- Experience working with volunteers to achieve fundraising goals an asset.

### **KNOWLEDGE/SKILLS:**

- Knowledge of the Indigenous community in Toronto and passion about healthcare and Traditional Healing practices are an asset.
- A results-oriented professional who can synthesize and summarize a lot of information, track and manage multiple deadlines, work independently and reliably.
- Organization skills, professional demeanor.
- Interpersonal skills and excellent judgment.
- Ability to maintain confidential and privileged information with discretion.
- Ability to move projects forward according to timeline with a problem solving orientation.
- Excellent knowledge of all MS Office applications.
- Experience with donor database software and/or customer relationship database management (such as Salsa Engage/Raisers' Edge).
- Flexibility is required as local travel and occasional evening and weekend work is necessary. Valid driver's license and access to a vehicle is an asset.



## Anishnawbe Health Foundation

### **SALARY RANGE, BENEFITS AND WORK ENVIRONMENT:**

Annual salary in the range of \$60,000 – \$75,000 with a comprehensive benefits package, three weeks of annual vacation and a commitment to your professional development.

Until the end of stay at home orders, the successful candidate will be expected to work from a home office.

### **TO APPLY:**

Email a cover letter and resume to Julie Cookson, Executive Director, Anishnawbe Health Foundation at [foundation@eht.ca](mailto:foundation@eht.ca) by **Tuesday, May 25, 2021 at 5 p.m.**

The Foundation welcomes all applications. **Applicants who self-identify as Indigenous and meet the job requirements will be given first consideration.**

The Foundation values diversity and benefits from contributions from diverse backgrounds and experiences. If you are invited for an interview and you require accommodation, please let us know.

Only those selected for an interview will be contacted. Thank you for your interest in Anishnawbe Health Foundation. Chi-Miigwetch.