

JOB POSTING

Development Officer, Annual Giving



Daily Bread's vision is to end hunger in our city and to that end we require both food to assist those experiencing hunger and funds to make sure we can maintain our operations as well as purchase nutritious food. We are looking for a Development Officer, Annual Giving who will oversee and grow a diverse program that includes direct marketing, monthly giving and tribute gifts across a variety of channels. The position has responsibility for a high level of donor care, including managing relationships in collaboration with the broader development team.

Job Title:	Development Officer, Annual Giving
Reporting to:	Director, Major Gifts
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Start date:	Immediately
Terms:	35 hours a week / Permanent – Full-time <i>Daily Bread offers a competitive employer-paid benefit package after three months and an opportunity to join the Group RRSP plan after one year.</i>

Responsibilities

Annual Giving (50%)

- Oversee the planning and execution of the annual plan for the Annual Giving program that encompasses a range of strategies involving e-mail, direct mail, telephone, and in-house solicitations to create a growing and sustainable foundation of annual support.
- Oversee the segmentation, solicitation, tracking and reporting for all direct mail, telemarketing and electronic appeals.
- Oversee and provide guidance and support during all stages of copy and design of fundraising materials.
- Develop and oversee budgets, progress, deadlines, goals and objectives related to the Annual Giving program. This includes revenue targets, expenses, projections and statistical reporting and analysis of annual giving campaigns and programs.
- Create and report annual fund status in real time

Donor Stewardship & Personal Engagement (40%)

- Develop, implement and manage a donor stewardship strategy, using a variety of meaningful opportunities to connect with Daily Bread, including customized donor bulletins, telephone town halls and stewardship events.
- Steward current and potential donors through regular updates (phone calls, meetings, personal letters and acknowledgements) to maintain interest and engagement.

Other Projects and Staff Support (10%)

- Provide guidance and leadership support to development managers, assisting with program development, donor relations and stewardship strategies.
- Assist the VP, Philanthropy with special projects as directed.

Education/Experience (or equivalent)

- Minimum of 5 years progressive experience managing annual fundraising program elements, preferably in the context of campaigns.
- Demonstrated success with multi-million-dollar annual funds
- University degree or equivalent practical experience in a relevant field.
- CFRE desired; knowledge of regulatory framework and ethical fundraising practices required.
- High degree of CRM proficiency

Key Competencies and Skills

- Able to work as a team member and facilitate people to work towards a common goal.
 - Able to identify, analyze and solve challenges as they arise and recommend constructive solutions.
 - Effective and creative communication skills, both written and verbal.
 - High degree of numeric literacy.
 - Innovative, creative and self-motivated.
 - Strong leadership skills and the ability to manage people.
 - Strong analytical and organizational skills and the ability to meet short-term targets without compromising long-term objectives.
 - Results orientation in a fast-paced, multi-faceted, deadline-driven environment.
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How to Apply

To be considered, forward a covering letter stating why you are suitable for the role along with your résumé by Sunday, **February 23, 2020** to Human Resources – hr@dailybread.ca

*Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview. **Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.** Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.*