

## Job Posting

# #22.114 SENIOR PHILANTHROPY ADVISOR

## 94 Talcott

**\*See Below for Shift Details\***

*This posting is open to all qualified applicants.*

For over 50 years, Our Place has served Greater Victoria's most vulnerable. People experiencing isolation, low incomes, homelessness, addictions, or mental illness. Now, with 11 locations in the community, Our Place provides up to 1,000 meals per day, hot showers, education, job skills, health care, addiction recovery services, donated clothing, counseling, and outreach services; plus 500 transitional housing units and shelter beds nightly to provide hope and belonging to those we serve with respect and unconditional love.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a dynamic team to create a nurturing atmosphere of home and family, where all are welcomed. A collaborative team approach is critical to living out our mission and values and to directing our work.

### **Position Overview:**

The Philanthropy Advisor will coordinate and implement donor initiatives that contribute significantly to Our Place's annual revenue goal. Deepening relationships with loyal donors, the Philanthropy Advisor will work with a strong team of seven to engage identified donors for further cultivation, solicitation, recognition, and stewardship activities. As well, you will use your strong writing skills to prepare grant submissions to qualified funders and work with the frontline staff to prepare stewardship reports upon completion of various projects.

### **Duties and Responsibilities:**

- Manage a treasured portfolio of approx. 90 potential donors to develop individual cultivation, solicitation, and stewardship strategies.
- Write customized funding proposals, private grants and applications to identified funders in collaboration with internal Directors and managers and track their progress. Write final reports with input from front line Directors/managers (key stats and stories)
- Maintain the Raiser's Edge database updates regarding donor communications.
- Assist in annual development planning and support integration and a personalized positive donor experience to build relationships for life
- Advise donors on ways to leave a bequest; track legacy gifts



Hope and Belonging

- Customize stewardship and recognition plans for donors within your portfolio to build trusted relationships
- Participate in three annual events as donor engagement opportunities

### **Qualifications:**

#### **Education and Experience:**

- Proven track record in fund development in securing gifts and grants for operational needs, or as a sales representative
- A minimum of three years local non-profit experience preferred
- CFRE designation or actively working toward and/or post-secondary education or related business discipline, and/or equivalent professional experience can be considered

#### **Skills and Abilities:**

- Self-motivated and focused with the ability to create and implement donor-centred strategies for achieving revenue goals
- Quick learner, able to research and retain knowledge of our various services
- Warm interpersonal, and professional verbal and written communication skills.
- Empathetic listener and solid team player with a sense of humour
- Excellent computer skills and proficient in use of Microsoft Office applications; updating records on Raiser's Edge or similar CRM database

### **Working Conditions**

**Shifts:** Monday to Friday with occasional evening and weekend work at several events required.

**Compensation:** In the range of \$72,100 to \$82,400 per annum.

**Benefits:** Eligible for 3 weeks of vacation annually and excellent employer paid benefits after successful completion of 3 months of employment.

### **How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. on Thursday, October 13<sup>th</sup>, 2022 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #22.114 – Senior Philanthropy Advisor – 94 Talcott" in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.