

Job Posting

#24.43 DONOR RELATIONS OFFICER

Please See Below for Shift Details

This posting is open to all qualified applicants.

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

Position Overview:

The Donor Relations Officer will be responsible for project managing the direct appeal program which includes writing and coordinating online and mail appeals, and managing external contractors who provide layout, merged files, and segmented mailings. In addition, this person will be responsible for administering the Circle of Love monthly donor recognition program, and ensuring timely cultivation, solicitation, acknowledgement, recognition, and stewardship of new donors and a portfolio of mid-level donors. Assistance with donor recognition, and participation in donor outreach and events are part of the role as well.

Duties and Responsibilities:

Under the direction of the Director of Philanthropy, the Donor Relations Officer will:

- Collaborate with a Direct Appeal mailhouse and Times Colonist to develop annual plans, budgets, and revenue targets for segmented annual campaigns.
- Design and write mail and online fundraising appeals.
- Participate in strategy sessions with the Development team to ensure alignment and integration of messaging and communication channels and collateral.
- Manage a touchpoints calendar to integrate donor appeals and recognition events with other communications initiatives.
- Analyze data and track statistics to evaluate the success of each appeal and generate monthly reports on funds raised.
- Support the integration of monthly, new and lapsing donors within the overall donor experience.
- Develop and execute plans for acquiring, stewarding, maintaining, and upgrading mid-level donors by managing a mid-level portfolio.
- Coordinate logistics for donor recognition programs and stewardship activities.



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- Contribute to the implementation of mass and customized donor engagement touchpoints and communications.
- Coordinate content for the monthly e-newsletter.
- Support the team in updating cases for support with key messages and statistics.
- Refresh and redesign collateral annually to match campaign brand themes.
- Update philanthropy website text to align with development messaging and campaigns and coordinate with external contractors to support development website updates.
- Develop and manage a photo management system for the philanthropy team.

Skills and Abilities:

- Excellent interpersonal, verbal, and written communication skills.
- Strong ability to present ideas in a clear, concise, and engaging manner.
- Proven time management and organizational skills to schedule and monitor contractors and team outputs according to deadlines.
- Ability to think strategically, analytically, and creatively to translate ideas into opportunities for revenue generation.
- Proven ability to work within a Team.
- Well developed listening skills.
- Excellent computer skills and proficient in use of Microsoft Office applications; updating records on a database.
- Demonstrated ability to steward and engage donors.
- Ability to apply appropriate recognition tools (social media, certificates, plaques).

Qualifications:

Education and Knowledge:

- Diploma in a related field including/and one year certification in fundraising or project management.

Training and Experience:

- A minimum of three (3) years of experience working in a related role, plus one (1) year of supervisory experience.
- OR an equivalent combination of education, training, and experience.

Working Conditions

Shifts: 37.5 hours per week; Monday to Friday with several evenings or weekend events annually.

Compensation: \$33.77 to \$38.77 per hour

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.



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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. Friday, March 29, 2024 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #24.43 – Donor Relations Officer” 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.