

Job Posting

#25.66 PHILANTHROPY ADVISOR

Please See Below for Shift Details

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. 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 Philanthropy Advisor will play a critical role in achieving Our Place's annual revenue goals by cultivating and stewarding relationships with loyal donors contributing \$5,000 to \$20,000. This position is integral to the philanthropy team, responsible for managing a portfolio of 150 relationships, including existing donors and new prospects. The Advisor will lead donor qualification, cultivation, solicitation, and stewardship activities while collaborating with the Director of Philanthropy to develop impactful funding proposals and engagement strategies.

This role is essential in driving Our Place's fundraising efforts, with key responsibilities including writing customized funding proposals, creating impact and stewardship reports, and conducting prospect research to grow revenue.

Duties and Responsibilities:

- **Donor Portfolio Management:**
 - Manage a portfolio of 150 donors and qualified prospects, developing and implementing tailored cultivation, solicitation, and stewardship strategies to meet annual fundraising targets.
 - Implement and manage a moves management plan.
 - Identify, qualify, cultivate, and steward donors to ensure retention and increased engagement.
- **Proposal and Reporting Development:**
 - Oversee the creation of custom and campaign stewardship letters, speaking notes, and impact reports, including writing, editing, and reviewing drafts.
 - Support the creation and alignment of funding proposals and solicitation letters by reviewing and editing content.

- Develop and execute cultivation and solicitation initiatives that align with Our Place Society's annual fundraising campaigns.
- Collaborate with the Director of Philanthropy to craft compelling proposals and provide high-impact engagement opportunities tailored to donor interests.
- Stay informed about operational priorities and budget needs to make a strong case for donor investment.
- Create tailored and general impact reports for Our Place programs and projects.
- **Donor Retention and Stewardship:**
 - Support donor retention strategies within Our Place Society, creating innovative stewardship and cultivation initiatives to ensure portfolio retention exceeds industry best practices.
 - Assist with strategies to upgrade and re-engage lapsed donors, contributing to the overall success of the philanthropy department.
 - Ensure personalized recognition and stewardship plans for assigned donors and grantors.
 - Work with community volunteers, including Board and Advisory Cabinet members, to support stewardship initiatives like donor thank-a-thons.
- **Database Management and Reporting:**
 - Maintain accurate donor records in the CRM system, documenting all interactions and updates to facilitate reporting and planning.
 - Provide regular updates on donor activity and progress toward fundraising goals.

Qualifications:**Education and Knowledge:**

- Bachelor's degree.
- Professional certification (CFRE) or in progress.

Training and Experience:

- Experience with Keela or similar donor database systems.
- Minimum of three (3) years of experience in non-profit fundraising with a proven track record of securing gifts of \$10,000 or more.

OR and equivalent combination of education, training, and experience.

Skills and Abilities:

- Significant experience in cultivating and stewarding donors.
- Proven ability to create compelling proposals and deliver effective donor stewardship.
- Exceptional interpersonal, verbal, and written communication skills.
- Demonstrated ability to build meaningful relationships with donors and stakeholders.



Hope and Belonging

- Skilled at writing concise, logical, and compelling grant proposals, reports, and correspondence.
- Proficient in Microsoft Office applications.
- Familiarity with CRM systems like Keela is an asset.
- Highly organized, goal-oriented, and detail-focused with excellent follow-through.
- Self-motivated, reliable, and skilled at managing multiple priorities.
- Optimistic, people-focused, and energetic with excellent judgment and interpersonal skills.
- High regard for privacy and confidentiality of business information.

Working Conditions

Shifts: Full time, 37.5 hours per week. Rare evening and weekend work as required.

Compensation: \$37.00 to \$42.46 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.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Tuesday, June 17, 2025 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #25.66 Philanthropy Advisor” 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.