

# Job Posting

## #26.40 PHILANTHROPY MANAGER, DONOR ENGAGEMENT

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 Manager, Donor Engagement reports to the Director of Philanthropy and leads annual giving, donor engagement, stewardship, and donor experience initiatives at Our Place Society.

This role is responsible for developing and implementing strategies that strengthen donor relationships, increase donor retention and revenue, and create meaningful opportunities for supporters to engage with the mission of Our Place.

The Manager oversees annual fundraising campaigns, donor communications, stewardship programs, and donor engagement activities, while managing a portfolio of leadership annual giving donors. Through thoughtful donor engagement and impactful communications, the Philanthropy Manager helps demonstrate the impact of Our Place's Pathway of Support and inspire continued philanthropic investment.

### Duties and Responsibilities

#### **Annual Giving & Donor Engagement**

- Lead the planning, execution, and evaluation of direct mail and digital fundraising campaigns.
- Develop annual fundraising calendars, budgets, revenue targets, and campaign strategies.
- Write and coordinate fundraising appeals, donor impact reports, stewardship communications, and digital fundraising content.
- Manage relationships with mailhouses, printers, designers, digital vendors, and other fundraising contractors.

- Analyze campaign performance and prepare reports on revenue, donor retention, acquisition, and engagement metrics.
- Collaborate with the team to ensure consistent messaging across all donor-facing channels.
- Manage and execute the digital marketing efforts and ensure alignment with key messaging and current campaigns.
- Oversee donor acknowledgment processes and ensure timely, meaningful donor communications.
- Coordinate donor recognition initiatives, stewardship activities, donor impact reporting, and appreciation events.
- Develop and implement donor journey and moves management strategies that strengthen donor retention and lifetime value.

### **Events & Community Engagement**

- Support the planning and execution of fundraising and stewardship events, donor tours, recognition events, and community fundraisers.
- Ensure donor experiences are welcoming, meaningful, and aligned with the mission and values of Our Place Society.
- Represent Our Place Society at community events, donor gatherings, speaking engagements, and networking opportunities.
- Deliver presentations and participate in donor education activities as required.

### **Portfolio Management**

- Manage a personal portfolio of leadership annual giving donors.
- Develop individualized cultivation, solicitation, stewardship, and upgrade strategies.
- Conduct donor meetings, presentations, tours, and stewardship visits.
- Maintain a high level of personal donor contact through meaningful and personalized engagement.
- Identify leadership annual giving and major gift prospects and work collaboratively with the Director of Philanthropy to support donor progression.
- Hold and achieve annual revenue, retention, and donor engagement goals associated with the portfolio.

## **Data & Reporting**

- Maintain accurate donor records and activity tracking within the CRM.
- Monitor donor trends, behaviour, and engagement metrics.

## **Qualifications:**

### **Education and Experience**

- Minimum of 5–7 years of progressive fundraising experience with demonstrated success in annual giving, donor stewardship, direct response fundraising, and donor engagement.
- Proven success managing donor portfolios and achieving revenue targets.
- Exceptional fundraising writing skills, with demonstrated success developing compelling donor communications including direct mail appeals, stewardship reports, donor impact stories, cases for support, and digital fundraising content.
- Experience working with CRM systems such as Keela, Raiser's Edge, Salesforce, or similar platforms.
- Experience working with digital marketing tools such as Feathr and Google Analytics.
- Experience with InDesign and Canva
- CFRE designation or progress toward CFRE certification is considered an asset.
- Valid Class 5 driver's license and access to a reliable vehicle for donor meetings, community engagement activities, site visits, and occasional travel throughout Greater Victoria and surrounding communities.

### **Skills and Abilities**

- Exceptional written, verbal, and interpersonal communication skills.
- Strong relationship-building and donor engagement abilities.
- Strategic thinker with excellent project management and organizational skills.
- Ability to analyze fundraising performance data and translate insights into action.
- Experience managing multiple projects and competing deadlines.
- Strong presentation and public speaking skills.
- High level of professionalism, discretion, and confidentiality.
- Commitment to the mission, values, and vision of Our Place Society.

**Working Conditions/Compensation:**

**Shifts:** Full Time (40 hours per week), Monday to Friday, 8am to 4pm

**Compensation:** \$90,000 to \$100,000, commensurate with experience

**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 is union-exempt.**

**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 Wednesday, June 17, 2026, to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #26.40 – Philanthropy Manager, Donor Engagement” 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.