



A TURNING POINT
FOR WOMEN



YWCA Toronto is an association of diverse and caring women dedicated to improving the lives of women and girls through dynamic leadership, advocacy and a range of unique and essential services that promote personal growth and economic independence.

Internal and External Job Posting

Donor Services and Operations Officer (Contract Position) Philanthropy Department

YWCA Toronto is dedicated to improving the lives of women and girls. Our programs promote equality, economic security and lives free from violence. We help women and girls flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also engage in systemic advocacy.

Reporting to the Manager of Major Gifts and Annual Giving, the Donor Services and Operations Officer is responsible for the overall health and integrity of the database and gift administration including: database/list management; donation receipts and donor acknowledgements; financial reporting, as well as training of staff on the use of the database and monitoring the integrity of the data.

You will have: general knowledge of an academic or technical discipline normally acquired through completion of a community college diploma; 3 to 5 years of directly related experience; computer competency in database management software, word processing, and spreadsheets, including Excel and Raiser's Edge; experience with fundraising data management is required; accuracy in written work and data-entry; excellent verbal communications skills; superior organizational and administrative skills and ability to work to deadlines; experience working in a non-profit organization; good knowledge of the issues for services to women and girls. **Core Competencies:** understand and support the mission and beliefs of YWCA Toronto; incorporate principles of anti-oppression and equity at YWCA Toronto; be an ambassador for YWCA Toronto to promote a culture of philanthropy through respectful, proactive relationships with donors and within the YWCA; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

The hours of work for this position are 35 hours per week. The salary for this position is \$45,353 per annum (prorated to the length of contract) (Level 5), plus comprehensive benefits. **Note:** vacation may not be taken during the Annual Association Audit or other peak times in the Annual Giving campaign cycle i.e. May, Late December and Early January.

Contract Start Date: May 24, 2016

Contract End Date: June 30, 2017

Please note: A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. For internal applicants, this position is not secondable.

Submit cover letter and résumé to: Allison Bain, Director of Philanthropy, YWCA Toronto, 87 Elm Street, Toronto, ON, M5G 0A8.

FAX: (416) 961-7739

E-Mail: jobs@ywcatoronto.org

Internal Deadline: Wednesday, April 20, 2016

External Deadline: Friday, April 22, 2016

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations. YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone enquiries please.

YWCA Toronto is a perfume free environment.

Posting Date: April 11, 2016