



ASSOCIATE, COMMUNITY EVENTS & ORGANIZATIONS

Status	1 Full-time Permanent, 1 Twelve Month Contact
Department	Philanthropy
Reports to	Senior Manager, Community Events & Organizations
Compensation band	2A

Overall responsibility Plan International Canada has an exciting new opportunity for an Associate, Community Events & Organizations; two positions are available. As a member of the Philanthropy team and reporting to the Senior Manager, Community Events & Organizations, this role works towards the development and growth of a newly-launched and high-potential third-party events fundraising program.

This position is a first point of contact for individual donors who raise funds between \$5,000 – \$50,000 (annually). The primary focus will be on building a loyal and engaged fundraising champions, and achieving annual revenue goals through the successful cultivation, stewardship, and solicitation and support of fundraising volunteers.

Specific responsibilities

- Implements solicitation, stewardship, cultivation, and recognition plans in coordination with the Senior Manager, Community Events & Organizations; tailoring all donor communications to provide a customized and rewarding donor and volunteer experience;
- Manages and reports on a fundraising portfolio of approximately 150 - 200 third-party fundraising prospects and volunteers, inspiring stakeholders to become further engaged and increase their contributions;
- Maintains up to date and accurate donor/prospect profiles and records of contact;
- Assists with giving club initiatives, events and special occasions as needed;

- Supports the larger team with reporting, data integrity work, and other administrative functions as required;
- Conducts discovery calls targeting existing donors with the potential and interest to increase their giving and/or engagement;
- Works collaboratively with colleagues towards common goals, specifically senior major gift fundraisers, from whom there will be opportunities for on-the-job mentorship.

Skills, experience, qualifications

- University degree and 1 – 3 years' experience in fundraising or related work;
- Exceptional interpersonal skills and the ability to inspire confidence and trust in donors and stakeholders;
- Demonstrated professional presence and manner, including a strong work ethic coupled with tact and diplomacy;
- Superior listening skills with the ability to translate the concerns and interests of donors into attractive opportunities for investment in Plan International's fundraising priorities;
- Excellent organizational and research skills, with a high level of attention to detail and accuracy;
- Effective communication skills – written, oral, and face to face presentation
- Demonstrated resourcefulness and independence, comfortable working in a fast-paced, team-oriented, and goal-driven environment;
- Interest in and dedication to Plan's mission;
- Expertise in a CRM database (i.e. Blackbaud), and Windows Office Suite;
- A valid driver's license, use of a reliable vehicle, and ability to travel as required (regionally, nationally and internationally);
- Personal values consistent with those of Plan International's corporate values.

About Plan International Canada

Imagine working for a leading international non-governmental organization (NGO) that's dedicated to creating a better world. That's Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International has only one agenda: to improve the lives of children. Because I am a Girl is Plan International's global initiative to end gender inequality, promote girls' rights and lift millions of girls – and everyone around them – out of poverty.

Plan International Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

We at Plan International Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and plan to change the world.

Visit our website at plancanada.ca

How to apply

To apply for this role please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by April 28, 2017. Please reference **Associate, Community Events & Organizations** in the subject line.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. **No phone calls please.**

Applicants must be legally eligible to work in Canada.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process provided the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.