



COORDINATOR, PHILANTHROPY

Status	Full-time, permanent
Department	Philanthropy
Reports to	Director, Philanthropy
Compensation band	2A
Overall responsibility	Reporting to the Director of Philanthropy, the Philanthropy Coordinator is responsible to support five team members who meet with prominent philanthropists across Canada.
Specific responsibilities	<ul style="list-style-type: none">• Support the Director of Philanthropy and a five member philanthropy team based in Toronto with meeting requests to significant philanthropists in the context of a high-growth \$100 million national fundraising campaign• Support travel nationally and internationally by five team members• Support print materials that are created by five members of the team. Coordinate production of slide decks, print materials, including supplier liaison• Coordinate meetings with major donors, team member calendars, room bookings and setting up meetings as well as catering arrangements• Support team members in reviewing contact information for philanthropists such as phone numbers, mail and email addresses in a fast paced environment.• Coordinate gift agreements to support major gifts to our cause, and work closely with five members of the major gifts team• Write and prepare letters for donor acknowledgements, to support team members and CEO• Maintain and provide regular team tracking reports, and statistical information• Update major gift team call reports in database• Coordinate expense claims, expense and revenue reports, budgets, invoices and maintain monthly tracking mechanisms for team members• Assist with the administration of donations, ensuring accurate coding and gift designations• Support the team to exceed expectations of customer service through donor cultivation activities including face-to-face meetings and exclusive donor cultivation events• Direct donor inquiries for the Philanthropy team

- Coordinate gift receipts and tax receipts
- Coordinate donor file management – ensures donor files are kept updated and donor activity accurately tracked in database
- Manage office supplies and collateral inventory
- Participates in cross-team initiatives from time to time

Skills, experience, qualifications

- Post-secondary education
- 1-3 years of relevant experience
- Strong problem solving skills and critical thinker
- Demonstrated initiative and follow through
- Project management and organizational skills with superior attention to detail
- Outstanding writing, editing, proofreading skills
- Flexibility and adaptability a must
- Demonstrated ability in building successful customer relations
- Proficiency in Microsoft Windows suite, especially PowerPoint, and CRM databases
- Excellent communication, interpersonal and presentation skills
- Good judgment, diplomacy, sensitivity and tact
- Ability to multitask in a fast paced environment
- A strong commitment to the pursuit of excellence
- Experience in fundraising or sales environment considered an asset
- A strong work ethic coupled with tact and diplomacy
- 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 May 19, 2017. Please reference **Coordinator, Philanthropy** 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.