



JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.

PHILANTHROPY COORDINATOR

Organization:	Plan International Canada
Reports to:	Director, Philanthropy
Location:	Toronto (Mount Pleasant & Eglinton)
Status:	Full-time, Permanent

About You

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries?

Are you an experienced coordinator with a strong track-record of anticipating needs and managing multiple tasks? Do you thrive in a fast-paced environment? Do you excel in creative problem solving, analysis and process development?

As a collaborative and key member of the Major Gifts team, the Coordinator plays an integral role in ensuring the success of Plan International Canada's fundraising activities as we move into a high growth \$100 million campaign. Working alongside a diverse team of fundraisers, you will be responsible for supporting the team with queries, database management, stewardship support and making improvements to processes in a cross-functional team.

As a fast-learner, no task is too big or small. You enjoy learning new things, problem-solving and interacting with many internal and external stakeholders.

The Position

- Support the Director of Philanthropy and the major gifts team aspiring to reach exponential growth to change the lives of 20 million children by 2022 through our campaign.
- With strong attention to detail, support the fundraisers through the full donor cycle. This includes meeting preparation, production of slide decks, proposals, event support, preparing gift agreements, letters and donor acknowledgements.
- Develop and maintain the database for the Major Gift team, including tracking reports and analysis, creating queries, adding opportunities and call reports to CRM.
- Assist with the administration of donations, ensuring accurate coding and gift designations and tax receipts are prepared.
- Participate in cross-functional initiatives for process improvements.

What does success look like?

- You are managing multiple priorities simultaneously allowing the team to provide a best in class donor experience.
- Fundraisers feel supported and prepared. They look to you to support the development of fundraising strategies, briefing materials, proposals, thank you letters and meetings.
- Records in the database are up-to-date, reports are pulled and circulated on time and with accuracy.
- You have built strong internal and external relationships and are the go-to member of the team for any questions.
- You are a team-player, develop the resources required for the team to be successful and demonstrate strong interpersonal, organizational and communication skills.
- You are personable, creative, resourceful, flexible, intuitive and experienced in working with high performing teams.

As our ideal candidate you will have:

- Experience working in a fast-paced, dynamic, team environment, where you were responsible for supporting multiple fundraisers.
- Experience in providing administrative support to your people leader and a larger team.
- Proficiency with database and reporting systems and analytical thinking.
- A passion for creating a best in class donor experience and excellent attention to detail.
- An adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced, evolving work culture.
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values.

Why a career with Plan International Canada?

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: plancanada.ca.

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by **January 11, 2019**. Please reference **Philanthropy Coordinator** in the subject line.

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 providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

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

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

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.

Thank you for your interest in a career at Plan International Canada!