

Annual Giving Coordinator

Are you looking for an opportunity to contribute your professional skills to the work of the Church? Do you have a positive and welcoming attitude, strong attention to detail, organizational and administrative skills and a passion for work with meaning? Reporting to the Director of Stewardship Development the Annual Giving Coordinator is responsible for developing strong parish relationships with clergy and lay leaders to achieve the fundraising objectives of FaithWorks – the annual ministry outreach campaign of the Diocese of Toronto

The Anglican Diocese of Toronto has 216 congregations and is the most populous of the 30 dioceses in the Anglican Church of Canada. The Diocese serves Christ's mission through compassionate service, intelligent faith, and godly worship. All that we do should enable us, as a Diocese, and as parishes and other ministries within the Diocese, to be missionally focused – increasing our capacity to respond as vibrant partners of God's activity in the world. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

Major Responsibilities:

- Support the implementation of the annual fund development plan for FaithWorks.
- Continue to build strategic partnerships with clergy and lay leaders.
- Conduct prospect research of foundations, individuals and corporations.
- Oversee the annual creation, production, and distribution of fundraising materials.
- Coordinate existing direct-mail solicitations to renewal donors and prospects.
- Support record-keeping and with the Donor Relations and Information Management Assistant ensure timely gift acknowledgement.
- Attend stewardship development events and meetings.
- Prepare reports, agendas, notices and minutes for the FaithWorks Allocations Committee. This includes presenting workshops to groups of various sizes.
- Represents Stewardship Development internally and externally at the request of the Director.
- Other duties as assigned.

The successful candidate must have 3-5 years of experience working in a fundraising environment with exposure to annual giving. University or College graduate with additional fundraising certification or equivalent preferred.

The Diocese is seeking a full-time Annual Giving Coordinator. **This is a contract position that will continue until December 31, 2019.** The successful candidate for this position will have strong writing skills, great attention to detail, the ability to take initiative, and excellent oral and written communication skills in English. The candidate must be a self-started with strong organizational skills, able to work in a team and with volunteers, meet deadlines, handle multiple tasks, maintain confidentiality and some project management experience. This position requires proficiency with Microsoft Office, e-mail and the Internet, and Raisers' Edge. This position requires familiarity with the Anglican Church, including a thorough understanding of Church structure, processes, relationships, and vocabulary is an asset.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Toronto Anglican Diocese is an equal opportunity employer.

The salary range begins at \$51,300 plus participation in the Diocesan pension and benefits plans. If you are interested in this position, please apply in writing by **November 28, 2018** to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide St. E., Toronto, ON M5C 1L8
E-mail: hr@toronto.anglican.ca

We thank all applicants however only those selected for an interview will be contacted. No phone calls and no agencies please. Visit our web site at: www.toronto.anglican.ca