

All Saints Church-Community Centre

Fundraising Manager (20 hours/week)

You have a passion for fundraising and compassion for people in need.

POSITION: Fundraising Manager

LOCATION: All Saints Church-Community Centre, 315 Dundas St.E., Toronto

STATUS: Part-time permanent position

REPORTS TO: Priest-Director

SALARY: \$35,000 + and full benefit package

HOURS: 20 hours/week, Monday-Friday.

WORKPLACE DESCRIPTION

Located in a neighbourhood challenged by poverty, homelessness, mental health and addiction, All Saints Church-Community Centre is a corner of belonging where people can be themselves. Our mission is rooted in Jesus' commandment to love one another. Our vision is to share in God's love in action at Dundas and Sherbourne, especially with those most in need, in a place of connection, welcome, and practical help. We value love, acceptance, welcome, generosity, dignity, and community.

All Saints staff members are passionate, caring, and dedicated. They find their work to be inspiring, challenging, and fulfilling. If you want to join us in caring for a community whose gifts are often overlooked, please get in touch.

GENERAL FUNCTIONS

The Fundraising Manager will coordinate all aspects of All Saints' fund development, including the cultivation of individual, corporate, and foundation giving. This 20-hour week position will be supervised by the Priest-Director and guided by the Director of Stewardship Development for the Anglican Diocese of Toronto. We expect the Fundraising Manager to spend some time working from our facilities (COVID permitting) because greater exposure to and involvement in our work will enrich their fundraising activities. All activities associated with this position must be achieved in a manner consistent with All Saints' vision and strategic plan.

ORGANIZATION PROFILE

Four days a week, All Saints runs a drop-in for some of Toronto's most economically disenfranchised people: people who struggle with homelessness, mental illness, substance use, and other challenges.

We provide food, clothing, harm reduction kits, nursing care, case management, housing support, spiritual and pastoral care, and a sense of community. We foster a non-judgmental atmosphere by respecting the people we serve, recognizing there are many reasons for why we live as we do, and acknowledging the discrimination and prejudice faced by so many. We are a diverse community and aim to be inclusive, healthy, and safe.

JOB RESPONSIBILITIES

- Access new income to support annual costs from individuals, board members, foundations, and corporations
- Grant writing and reporting back to granting agencies
- Cultivate relationships and develop legacy gifts to establish endowments
- Research potential donors to gain insight into needs, beliefs and donation habits
- Leverage digital media for fundraising and providing updates of campaign progress, donor recognition, and reporting of ministry partner updates and achievements.
- Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers related to event planning and execution
- Oversee the regular creation, production, and distribution of fundraising materials in print and digital formats.
- Coordinate a donor relations and donor recognition program.
- Analyze the performance of events and other fundraising activities for effectiveness
- Maintain complete and orderly records of donors and manage regular donor communications
- Build upon existing donor relationships and form new donor relationships on a regular basis
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

QUALIFICATIONS

- Commitment to All Saints' vision and values;
- At least five years of demonstrated experience in prospect identification and gift solicitation;
- Demonstrable experience in raising 5-figure gifts;
- Demonstrable experience in grant writing;
- Familiarity with gift solicitation in a virtual environment;
- Demonstrable organization of Zoom-based special events;
- Excellent grasp of social media and website metrics and best practices;
- Demonstrable experience in email marketing and lead generation;
- Project management experience, including planning, budgeting, monitoring and analysis;
- Highly collaborative and able to forge strong partnerships across the church, in the community, and beyond;
- Highly organized with strong attention to detail;
- Excellent writing skills.

HOW TO APPLY

Send a cover letter and cv to:

The Rev'd Dr. Alison Falby, [**alison@allsaintstoronto.com**](mailto:alison@allsaintstoronto.com)

APPLICATIONS

All Saints Church-Community Centre offers a competitive salary and comprehensive group benefits plan, including health/dental, life insurance, disability, EAP and matched RRSP contributions.

Under the Responsible Ministry: Screening in Faith policy, this position is a high-risk ministry position. As such it is a requirement of this position to complete a satisfactory criminal record check, obtained through the Diocesan approved process, to attend Sexual Misconduct Policy workshops as outlined in the policy, and for the Diocese of Toronto to verify that the successful applicant is suitable for high-risk ministry. The successful candidate must be legally able to work in Canada prior to starting the position.

All Saints Church-Community Centre 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. We welcome applications from all qualified persons. All Saints Church-Community Centre is an equal opportunity employer.

Applications will be accepted until the position is filled.