



**Position:** Manager, Fund Development Capacity Building  
**Reports To:** Senior Vice President, Advocacy, Communications and Public Policy  
**Office address:** YMCA Canada, 1867 Yonge Street, Suite 601, Toronto, ON (preferred; some flexibility)  
**Anticipated start date:** Monday, March 26, 2018  
**Salary range:** \$60,000 - \$75,000 annually

**ABOUT YMCA CANADA:**

The YMCA is a powerful association of people joined together by a shared passion to foster a sense of belonging for all. In an age of complex social challenges, the YMCA is steadfastly dedicated to building healthy communities by inviting and encouraging Canadians to join in, to give back, and to gain the connections, skills, and confidence they need to thrive.

YMCA Canada is a charity and the national office providing support to 47 YMCA Member Associations. For more than a century, we've been at the heart of communities across the country, serving evolving needs and providing vital community services. For more information, please visit [ymca.ca](http://ymca.ca)

**THE POSITION:**

Reporting to the SVP, Advocacy, Communications and Public Policy, the Manager is an integral member of a cross-functional team responsible for leading the national brand strategy, national advocacy strategy, fund development capacity building, research, federal government relations, and marketing and communications.

This position provides leadership to initiatives that increase the capacity of YMCA Member Associations to develop effective fund development strategies and practices; that support the fund development functions of YMCA Canada; and that enable the strategic initiatives of Plan Y: Expedition, the federation strategic plan.

**Essential Functions and Duties:**

Resources and training:

- Manage a community of practice and resource-sharing platform to expand the capacity of YMCAs in Canada in their fund development efforts
- Provide resources and best practices aligned with national branding and positioning standards
- Ensure activities and resources are current on trends and legal issues relating to fund development

Technology and online giving:

- Provide or procure training and support necessary for fund development technology, including the online giving platform, the online peer-to-peer giving platform, and YMCA Canada Raisers Edge satellite databases
- Oversee and maintain the national online giving platform and peer-to-peer giving tools that drive online donations to YMCAs in Canada
- Manage donor database technology, including a pilot multi-site Raiser's Edge database
- Find new opportunities to build fundraising technology capacity in YMCAs across Canada

Donor and prospect relationship management (fundraising and sponsorship):

- Research and evaluate prospective funders, corporate partners and individual donors, as needed on behalf of YMCA Canada, to explore mutually advantageous opportunities for YMCAs in Canada



- Coordinate and support primary relationship holders in the cultivation, solicitation, and stewardship process
- Oversee the development and management of a system to track and properly steward all financial and non-financial national office partnerships and relationships

**YMCA Canada Endowment Program – Heritage Club:**

- Work with the Chair and the SVP to implement the stewardship and recognition strategy
- Supports the development and implementation of the cultivation and prospect strategy

**Donor communications development:**

- Case development as needed for specific projects, in a variety of mediums including formal presentations, web copy and/or e-appeals
- Work in collaboration with the MARCOM team on integrated campaigns and resources
- Develop stewardship materials as needed for national projects, including templates and tools for YMCAs

**Other:**

- Other duties as assigned
- Supervises staff and/or volunteers in a manner that promotes the YMCA as an employer of choice
- Represents the YMCA in a professional manner
- Adheres to the YMCA Child Safety and Protection Policies and Procedures, specifically to understand and comply with the legal responsibilities and moral imperative to report suspected child abuse to the Children's Aid Society

**Job Specifications:**

- Post-secondary education in related field
- Subject matter expertise in philanthropy including fundraising, fund development, planned giving, and volunteerism
- Experience in training and development
- Excellent writing skills
- Strong verbal and interpersonal skills
- Proven planning and project management track record
- Demonstrated ability to meet demanding deadlines and complete a range of tasks with a high degree of initiative, independence, and attention to detail
- English/French bilingual, an asset
- Advanced Microsoft Office 365 skills
- Police record check required

**Compensation:**

Working at YMCA Canada means joining a dynamic, resource-lean team who work closely with YMCA member Associations across Canada in the pursuit of our mission. The position is full-time and we offer a competitive compensation package including employee benefits and a pension plan.

**To apply:**

Please send your resume and a cover letter telling us why you think you'd be a great addition to the YMCA Canada team to [jobs@ymca.ca](mailto:jobs@ymca.ca). Applications will be accepted until **February 21, 2017**. We thank all candidates for their interest, however, only those selected for an interview will be notified.

Please be advised that offers of employment are contingent upon the completion of a Police Records Check. YMCA Canada values the diversity of people and communities and is committed to excellence and inclusion.