



DEVELOPMENT COORDINATOR

JOB POSTING

ABOUT YWCA SASKATOON:

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT:

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Carla Huntington at chuntington@ywcaskatoon.com.

POSITION SUMMARY:

As the Development Coordinator, you will play a crucial role in the fundraising process of the YWCA Saskatoon and work to maintain a strong donor pipeline. You will be responsible for maintaining the database crucial to donor engagement and reporting to donors on the impact of giving. YWCA Saskatoon is driven to empower women and their families towards a safe and equitable community and your embodiment of this vision will be essential to your success.

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

POSITION REPORTING:

VP of Development & Engagement

HOURS OF WORK:

Full-time, 37.5 hours per week

MAJOR RESPONSIBILITIES:

1. Donor Relationship and Stewardship

- Ensure relationship with donors, prospective donors and volunteers are documented in Raiser's Edge to facilitate further relationship building.
- At times, be the first point of contact to donors in conversations about how their support can enable a meaningful impact on the YWCA's programs and initiatives.
- Create and maintain donor reports to track progress and communicate the impact of donations.
- Implement donor thank you and stewardship process.
- Take direction to identify and carry out appropriate stewardship activities.

2. Provide Administrative Support for Fund Development

- Assist in carrying out the YWCA gift stewardship plan and achieving fund development goals, working together with the VP of Development & Engagement and other team members.
- Accept charitable gifts, process donation receipts, and prepare correspondence, printed materials, reports, research, and lists.
- Maintain and update donor and gift information in the donor database.
- Support and promote fundraising campaigns and appeals.
- Work with VP of Operations & Finance to prepare monthly and annual donation reconciliation.
- Prepare donation reports and donor lists.
- Coordinate donor visits, tours, and social events.
- Respond to donor and volunteer inquiries in person, on the phone or in writing.

3. Provide support for events and special projects

- Support YWCA special events together with other YWCA team members and volunteers
- Coordinate details, event promotions, invitations, RSVP's, and tickets
- Provide event-day support with occasional evening or weekend work
- Support external events where YWCA Saskatoon is involved

4. Develop a deep understanding of YWCA Saskatoon

- Develop a deep understanding of the YWCA Saskatoon mission, values, programs and strategic priorities to effectively communicate and align donor interests

QUALIFICATIONS & EXPERIENCE:

- Exceptional interpersonal and communication skills both written and verbal, including diplomacy and tact with enthusiastic professionalism in dealing with people
- Strong computer skills and clerical accuracy
- Proven ability to work independently and as part of team
- Personal philosophies aligned with YWCA Saskatoon vision, mission, and values
- Experience in Raisers Edge and Microsoft Office Applications is considered an asset
- Familiarity with the non-profit sector an asset
- Experience with events, committees and volunteers an asset

WAGE:

Based on experience

A full position description can be found at www.ywcasaskatoon.com

APPLICATION METHOD:

Please send a resume with a cover letter by email to careers@ywcasaskatoon.com, attention to Carla Huntington, VP of Development & Engagement. Applications will be accepted until the posting is filled.

We appreciate the interest of all applicants, but only those being interviewed will be contacted.