

## Job Information

<b>Job Title</b>	Fundraiser – Planned Giving Specialist
<b>Department</b>	Administration
<b>Location</b>	The Good Companions Senior's Centre, 670 Albert Street.
<b>Reports to</b>	Executive Director
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Term</b>	One-year contract
<b>Estimated Start Date</b>	Monday, June 6, 2022
<b>Salary</b>	TBD
<b>Posting Date:</b> April 25, 2022	<b>Closing Date:</b> May 11 <sup>th</sup> , 2022 at 4 p.m.

**All interested applicants should submit a cover letter and resume to HR by e-mail at [HR@thegoodcompanions.ca](mailto:HR@thegoodcompanions.ca) quoting competition COMP: Fundraiser – Planned Giving Specialist.**

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

## Overview:

The Good Companions is a mission-driven non-profit multi-service seniors' centre focused on promoting and supporting the well-being, independence, and zest for living of seniors and adults with physical disabilities. Located in the heart of Ottawa, we have a wonderful assortment of social, recreational, educational, and volunteer activities as well as social and health services. We offer in-person programming (e.g., at the centre itself, in seniors' homes, transportation services) and virtual programming, including a senior-centric new telephone connectivity program called "Seniors Centres Without Walls" that seeks to empower seniors and decrease isolation and loneliness by providing opportunities for conversation and continuous learning. Special programs are also available for seniors who may be frail or facing disabilities.

**Position Summary:** Are you passionate about supporting seniors' and supporting their zest for living? Then this is the position for you!

The Fundraiser/ Planned Giving Specialist will report to the Executive Director and will develop, implement, and evaluate fundraising strategies including planned giving to support the mission of The Good Companions

## Key Tasks and Responsibilities

- Develops a fundraising strategy including a planned giving program. Lead the development of the activities to raise gifts including gifts from individuals, corporations, and family foundations in support of

on-going annual fundraising activities. Develop the strategy, plan, objectives, communication plan for a planned giving program

- Reviews existing resources, plans, tools
- Develops the tools and resources to implement the fundraising and planned giving strategies
- Produces a video to support the plans
- Conducts key informant interviews to inform the plans
- Surveys members to gather their strategic input
- Identifies planned giving opportunities
- Expands the prospects database
- Develops and implements a training plan to support the fundraising and planned giving strategies
- Supports the Fundraising and Marketing Committee
- Reports to the Executive Director
- Develops an evaluation plan for the strategies

## **Organizational**

- Fulfills The Good Companions' mission, visions, values, goals and objectives;
- Works with an open, friendly approach toward members, clients and volunteers as they participate in The Good Companions;
- Disseminates information to the members, clients and the community;
- Promotes The Good Companion's programs and services to potential community referring sources, funders and other older adult centres;
- Assists in the development and implementation of long term planning and policies;
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety;
- Enforces policies and procedures, investigates and reports all incidents relating to health and safety, including but not limited to Workplace Violence and Harassment.
- Meets regularly with supervisor.

## **Qualifications**

### **Education**

- Bachelor's Degree in a relevant field, including specific training in fundraising, prospects research and cultivation and planned giving.
- Minimum five years' relevant experience, in progressively more responsible roles, in the fundraising (development, planned giving, and major gifts) field.
- Or a combination of education and experience.

### **Experience**

- Experience developing and implementing a successful planned giving campaign.

- Experience with endowments and community foundations.
- Knowledge of CRA regulations.
- Working knowledge of Prodon and Microsoft Office Suite.
- Excellent negotiation, problem solving, decision making, and interpersonal skills.
- Excellent communication skills, both written and oral, including major gift proposals, presentations, newsletters, website stories and appeal letters.
- Excellent organizational, analytical, and time management skills.
- Demonstrated ability to establish strong relationships with potential donors
- Demonstrated ability in initiating and handling a variety of projects or assignments simultaneously and in a timely manner.
- Ability to work independently as well as in a team environment
- Demonstrated ability to use sound judgment, tact, and discretion in dealing with a wide variety of sensitive issues that surface in this environment.

## Operational Requirements

- Negative Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually.
- Computer literacy.

## Skills Required

- Proficiency with CIMS, Microsoft Office (Word, PowerPoint, Access, Publisher, Photoshop, Outlook and Excel), WordPress;
- Excellent communication skills;
- Accuracy in data entry.
- Excellent proofreading skills

## Abilities

- Ability to work flexible hours.
- To understand the needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBTQ2+, multicultural populations);
- To work in a fast-paced, multi-task environment;
- To coordinate workload and meet deadlines.
- To work positively in a team environment

## Working Conditions

- In-lieu, overtime, as required;
- Availability to work scheduled evenings and weekends.

## Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.