

FUNDRAISING & COMMUNITY ENGAGEMENT MANAGER – Women’s Centre of York Region

WCYR is a non-profit organization that works with women in two ways: firstly, women who need support and counselling on a range of issues such as safety from domestic violence. Secondly, women seeking skills and knowledge to enhance participation in the economy – women who are un or underemployed, have low levels of financial literacy or who want to start a business to move off social assistance or low paying employment.

Our goal is for women to increase their capacity to participate in their community and the economy. Through our programs, women gain the skills and knowledge to build and maintain healthy interpersonal relationships, make decisions about their finances, gain access to income and employment, go back to school and take on leadership roles.

We do this through programs including individual and transitional support counselling, life skills, financial literacy, wellness, and career exploration.

Please refer to www.wcyr.ca and review the complete website and in particular [About Us](#) prior to applying for this position.

SUMMARY OF POSITION

Reporting to the Executive Director, we are seeking an experienced fundraising professional to lead the newly created position of Fundraising & Community Engagement Manager.

KEY DELIVERABLES INCLUDE:

- Liaising with and providing overall support to 3rd party events
- Participating in networking events in York Region
- Planning and executing donor recognition programs
- Managing digital fundraising campaigns and executing digital strategies to support revenue and communication objectives for web, email and social media
- Developing and executing peer to peer fundraising
- Tracking all relationship activity in donor software
- Acting as main point of contact for and providing support to WCYR fundraising and event committees
- Coordinating all WCYR special event initiatives
- Developing appropriate marketing materials for events
- Completing post event assessments
- Managing donor database and donor receipting

REQUIRED SKILLS

- 2-4 years of related experience or equivalent combination of experience and/or training

- Demonstrated superior written communications skills
- Captivating story telling skills
- Experience leading event planning
- Experience creating and leveraging digital communications and solutions to achieve targets
- Self-motivated and goal oriented with the ability to work within tight timelines and prioritize in a fast-paced environment
- Innovation, creativity
- Advanced computer skills
- Mission focused
- Attention to detail

EDUCATION

- University Degree or College Diploma in fundraising, marketing, public relations or communications

This position will suit a person looking to work 3-4 days per week.

Please submit your resume and cover letter to Judith Puttock j.puttock@rogers.com Chair, Search Committee, and Board of Directors – Women’s Centre of York Region no later than September 4, 2018.