



Job Posting

URGENTLY HIRING

POSITION TITLE: Capital Campaign Coordinator

DEPARTMENT/PROGRAM: Administration/Fundraising

REPORTS TO: Executive Director

PURPOSE: S.H.I.F.T. (Support and Hope for Individuals and Families Today) is a grassroots non-profit charity dedicated to providing lifesaving support to youth, adults, and families who are experiencing or at risk of homelessness and food insecurity. As our organization has grown significantly, so have our programs, services, and the positive impact we have on the South Simcoe community. To continue this vital work, we need a permanent home. S.H.I.F.T.'s *Permanently Rooted in South Simcoe* capital campaign aims to secure the necessary capital for a permanent home for operations.

We are seeking a dedicated fundraising professional to join our team in a flexible work-from-home capacity. The ideal candidate will have a proven track record of leading successful fundraising initiatives, managing teams, and implementing strategic organizational changes. As a skilled manager, communicator, and leader, the ideal candidate will be passionate about our mission and will represent S.H.I.F.T. to internal and external stakeholders with professionalism and integrity. The candidate must also be able to collaborate effectively with our executive team, board directors, and support staff.

This position offers the opportunity to work in a hybrid home and onsite model, providing a flexible work schedule and a comfortable work environment.

Please note: This is a 1-year, FULLTIME, renewable contract, with its continuation dependent on the role successfully meeting fundraising targets and key performance indicators sufficient for its sustainability.

LOCATION: HYBRID – work from home and onsite.

Based out of 123 Victoria St. W. Alliston (S.H.I.F.T. Headquarters) but may require travel throughout South Simcoe and surrounding regions.

SCOPE OF POSITION: The Capital Campaign Coordinator will independently build and manage a portfolio of engaged prospects, donors, and volunteers in securing financial support for the Capital Campaign initiative of S.H.I.F.T. They will guide and collaborate with a Capital Campaign team in garnering support for a new home for S.H.I.F.T. and develop, manage, and execute a diversified set of annualized fundraising events. The Capital Campaign Coordinator will enjoy interacting with the public, prospects, donors, and grateful service users to better understand their experiences at S.H.I.F.T. The ideal candidate is highly collaborative, a self-starter, and has a high capacity for change. They will be responsible for meeting a targeted campaign goal of \$5 million, by 2028.

The Capital Campaign Coordinator will focus on strategizing and establishing priorities for the campaign, overseeing the list of prospects, and the implementation of a targeted program for donor engagement, cultivation, recognition, and stewardship. Reporting to the Executive Director, the Capital Campaign Coordinator provides support to the staff, committee, and the board for the campaign efforts.

The Capital Campaign Coordinator plays an integral role in growing a culture of philanthropy that is respectful and transparent to donors while meeting S.H.I.F.T.'s capital fundraising needs. This position is responsible for creating personalized stewardship plans, executing cultivation events and carrying out the capital campaign plan.

The Capital Campaign Coordinator works closely with the Executive Director, Donor Relations and Stewardship Officer and Campaign chairs to help keep the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism and confidence in achieving the campaign goal. They are responsible for research, strategy, solicitation, and stewardship of one-time, annual, and ongoing gifts from a portfolio of leadership donors; successfully developing new and varied resources from donors, achieving specified benchmarks, and improving relationships. This position focuses on relationship building strategies that create a consistent and positive experiences for donors.

Objectives of this Role:

- Promote awareness of S.H.I.F.T.'s Capital Campaign and the need for a permanent location for services.
- Coordinate and execute the Capital Campaign to meet the established targets.
- Maintain existing and cultivate new and lasting relationships with major and corporate donors, including acknowledgment and recognition.
- Expanding the existing donor base.
- Guide and collaborate with the Capital Campaign team to meet the campaign targets.

Key Responsibilities:

- Meet or exceed donation/fundraising targets and manage a portfolio of assigned major giving prospects, donors, and volunteers.
- Develop and implement strategies and resources that provide customized cultivation and stewardship activities with donors in an integrated approach.
 - Work with S.H.I.F.T. leadership and the Capital Campaign committee to identify and build prospective donor pipeline and to understand strategic priorities, and initiatives, and directly contribute to securing philanthropic support.
 - Effectively steward major and corporate giving donors to ensure one-time or multi-year commitments to S.H.I.F.T. and identify opportunities for support renewal.
- Maintain accurate files, documentation, project plans, event plans, budget/spending details, and accuracy of all active donor files including all related donor record administration, briefing notes, and contact reports.
 - Maintain database updates of customized communication to and from donors as required.
 - Work with S.H.I.F.T. leadership to achieve annual performance metrics and financial targets.
 - Provide input to and follow direction of a donor-centric critical path, integrated systems map, revised framework, templates, and new procedures for recognition and stewardship of varying levels and types of giving (e.g., annual, major gifts, Legacy, and lifetime giving, naming opportunities, sponsorship, and corporate philanthropy).
 - Act as primary contact for meetings, cold calls, outreach, and other communication related to the Capital Campaign.
- Create, communicate, and maintain an array of stewardship offerings.
 - Coordinate the production of thank you materials and accurate recognition at various levels (e.g., timely production of letters, donor wall content accuracy).
 - Design and evaluate donor feedback through surveying and analysis methods.
- Participate in internal meetings with a positive attitude that adheres to S.H.I.F.T. values.

- Provide a monthly report to the Executive Director.
 - Report on ongoing metrics as established benchmarks set by the project plan.
- Regularly liaise and collaborate with the Donor Relations & Stewardship Officer in order to:
 - Establish donor relations plans.
 - Avoid conflicting and/or duplicate financial requests.
 - Establish complementary projects and/or events.
- Work in collaboration with volunteers and community partners where required.
- Prioritize workload to meet campaign objectives.
- Present public presentations and host small group outings and visits.
- Other duties as assigned.

Skills and Abilities:

- Experience developing major gift strategies, and execution including cultivation, solicitation, and stewardship.
- Proven track record of planning and initiating fundraising strategies.
- Demonstrated ability to work well with a wide range of stakeholders including volunteers, donors, service users, and internal team members.
- Experience in managing databases and using fundraising software.
- Demonstrated skills in problem-solving, critical thinking, analysis, political navigation, and professionalism.
- Excellent organizational skills with the ability to prioritize a diverse workload.
- Ability to function as a member of a team to fulfill the team's responsibilities.
- Excellent interpersonal and communication skills, both verbal and written.
- High regard for accuracy and attention to detail.
- Ability to take calculated risks in ambiguous scenarios.

OCCUPATIONAL HEALTH & SAFETY:

All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others. All employees are expected to learn, understand, and adhere to health and safety policies and procedures and keep up to date on any changes, particularly as it relates to new/emerging information related to infection protection and control safety measures.

KNOWLEDGE, EDUCATION & EXPERIENCE: The ideal candidate will have:

- A degree/certificate (or equivalent) in Public Relations, Communications, Marketing or Fund Development.
- Demonstrated, progressive experience working with individual donors, volunteers and organizational leaders in a major gift or capital campaign fundraising environment with experience personally soliciting donations of \$10,000+.
- Knowledge and experience of stewardship and donor recognition best practices with the proven ability to develop highly personalized stewardship plans.
- Ability to manage teams and work effectively with people from different backgrounds, fully supporting diversity.
- Knowledge of data analysis, proposal/report writing, project management.
- A passion for building deeper relationships with donors and volunteers over their lifetime and a positive experience with local philanthropy.
- Proficiency in Microsoft Office Suite and database and CRM software to manage data to analyze and generate reports and create professional reports and proposals.



- Understanding of social media tools an asset (competent in posting and responding on Facebook, Instagram, Twitter, YouTube).
- High degree of creativity and empathetic listening when negotiating change with individuals, among various departments and external stakeholders.
- Ease and enjoyment of preparing presentations and in public speaking to large and small audiences.
- Because this position requires external meetings and off-site events, a valid driver's license, clean driver's abstract and access to a vehicle is required.

BENEFITS:

- Opportunity for growth and professional development within the company.
- Use of company phone, computer, and mileage reimbursement for work related travel.
- Health spending account.
- Supportive and collaborative work environment.

SCHEDULE & WORKING CONDITIONS:

- Contract, **starting as soon as possible.**
- Flexible hours and work arrangements. Make your own schedule. May require some evening and weekend work, when necessary.
- Hybrid model; work a combination of onsite and from the comfort of your home, enjoying a flexible work schedule.
- This position will require use of a personal vehicle as primary form of transportation when conducting business; the use of company vehicles may be negotiated when available.

WAGE:

Starts at \$25.00 plus commission-based incentive

HOW TO APPLY:

To apply for this flexible work-from-home position, please submit your resume, cover letter, and any relevant work samples to Jenifer.Pergentile@shiftforgood.ca. In your cover letter, please include why you are interested in this role and how your qualifications align with the job requirements.

S.H.I.F.T. is a progressive work environment committed to the principle of employment equity, to respecting diversity and to providing employees with a work environment free of discrimination and harassment. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs.