

**Job Title: Philanthropy Specialist**

**Reports to: Philanthropy Lead**

**Employee type: Full Time (37.5 hours/week)**

## **The Canadian Alliance to End Homelessness**

The Canadian Alliance to End Homelessness ([CAEH](#)) leads a national movement of individuals, organizations and communities working together to end homelessness in Canada. The CAEH works toward a Canada without homelessness. We do it by helping communities and governments across the country apply proven approaches to transform programs, policies, and systems toward the goal of ending homelessness.

### **Diversity & Inclusion**

CAEH strives for inclusivity and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. Candidates with lived experience of homelessness and/or who self-identify as being from a marginalized community, including Indigenous peoples, racialized persons, persons with disabilities, and 2SLGBTQQA persons, are encouraged to apply and will be prioritized. We ask that these candidates indicate their relevant identities in their cover letters. We are committed to equitable and fair opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

### **Defining Success for this position**

The primary objectives for this position are to support the success of the CAEH's fund development strategies and tactics to further the mission of ending homelessness in Canada.

Reporting to the Philanthropy Lead, the Philanthropy Specialist is an entrepreneurial, results oriented team player dedicated to ending homelessness in Canada. The Philanthropy Specialist is an enthusiastic self-starter with exceptional relationship-building and communication skills. They will work closely with the Philanthropy Lead and Public Affairs and Development team to grow revenue for CAEH's programs, events, advocacy, and core operations through grant writing, conference sponsorships, corporate partnerships, and our growing individual giving and major gift programs. The role encompasses the full cycle of engagement from prospecting to reporting and will support in the execution of CAEH's fundraising and capacity campaigns.

### **Essential Duties and Responsibilities**

- Support the execution of CAEH's fund development plan including the Demand More capacity campaign plan.

- Draft and send Letters of Intent (LOI's, EOI's or LOE's), Gift Proposals, and other documents for potential major donors, funders, and sponsors
- Develop appropriate cultivation strategies for major donors, funders and sponsors including working with volunteers and senior staff members.
- Participate in all aspects of the Gift Cycle as appropriate, either independently or with Campaign Cabinet .Volunteers.
- Qualify and move potential donors in an appropriate and timely fashion towards solicitation and closure.
- Identify through research, donor, funder, or sponsor prospects to support CAEH's continuing growth.
- Make solicitations for donations or sponsorships on behalf of CAEH when appropriate.
- Build CAEH's stewardship program, staying in contact with regular and new donors.
- Input appropriate donor/funder/sponsor information and data into CAEH's CRM software, NationBuilder.
- Secure sponsorships and exhibitors for the Alliance's National Conference on Ending Homelessness, and other events as required.
- Collaborate with internal team leaders to provide collateral, specifically materials for solicitation including print, web, email, SMS, and social media platforms as needed.

### **Qualifications**

- A strong knowledge of CRA-compliant fund development practices, ethics, and strategies.
- Ability to communicate the mission of CAEH and its various programs, events, and core operations to a variety of audiences in relevant and appropriate manners.
- CFRE or working towards accreditation is preferred.
- Highly organized and ability to work independently in a virtual office setting and self-manage to achieve aggressive goals while being a strong team player.
- The ability to cope with and embrace change, risk, ambiguity, and uncertainty.
- Superior technological capability especially with regards to NationBuilder/CRMs, Zoom, and Microsoft programs, including Office 365, SharePoint and Teams.
- Demonstrates sound judgement including the ability to identify, analyze and solve problems independently.
- Customer service oriented with a demonstrated ability to establish effective working relationships with staff, senior management, and external contacts.
- Excellent verbal and written communication skills.
- Willingness to embrace and actively support the unique culture and values of the Canadian Alliance to End Homelessness, including a strong passion for ending homelessness and a belief its possible.

### **Work Environment, Salary and Travel**

- The salary range for this position is \$72,000-\$97,000 annually and is subject to performance-based merit increases, plus a comprehensive benefits package, including a retirement savings plan.
- The preferred candidate will be in Toronto or Montreal, however exceptional candidates will be considered from other locations that can easily access these markets.

- This position requires the ability to work from a virtual/home office location without the standard support available at a business office.
- Travel up to four times per year to communities and for team meetings may be required.
- We value work-life balance and offer flexibility in scheduling when possible.
- Five weeks paid annual vacation (plus an additional paid winter break week) and up to 12 sick leave days per year.
- Annual professional development allotment.

### **Software Applications Used**

- Microsoft 365 including Microsoft Office and Microsoft Teams
- Internet browsers and Google Business Apps
- NationBuilder
- Zoom

### **What We Offer**

You'll be empowered to make a difference by advancing an end to homelessness in a workplace that encourages you to be and do your best work. Here are some ways you can expect as a permanent member of our team.

- A competitive salary
- A flexible pension plan
- Employee benefits, including online access to virtual wellness and healthcare
- Employee recognitions and rewards
- Flexible work arrangements
- Access to professional development opportunities
- Tools and Resources to support physical and mental health
- A dynamic online workplace with a supportive culture
- Inclusive employee-led networks to educate, inspire, amplify voices, and build relationships
- Inspiring leaders and colleagues who lift you up and help you grow

### **Information to Apply**

Does this role sound like a good match for you? Please take the time to tell us about yourself in a cover letter and how you are a good fit for this role. Please submit your cover letter along with your resume to [info@caeh.ca](mailto:info@caeh.ca) by August 16, 2024.

We thank all applicants, but please note that only qualified candidates being considered for an interview will be contacted. CAEH is committed to providing barrier-free and accessible employment practices; if you require accommodation to participate fully in our recruitment process, please let us know when we contact you.