



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. Now in our 80th year, WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Job Posting Application Deadline	August 17, 2017 at 5:00 pm
Job Title:	Manager, Annual Programs
Program & Unit:	WoodGreen Foundation
Employment Category:	Non-Bargaining Unit – Full-time (28-30 hours/week)

Program Overview

The WoodGreen Foundation is the fundraising arm of WoodGreen Community Services. The Foundation is focused on raising funds to support WoodGreen's role as a sector leader in providing sustainable solutions to some of our City's most complex social needs. Through donor support WoodGreen is able to help break the cycle of poverty and homelessness and create new paths to opportunity.

Main Responsibilities:

Annual Giving – Direct Response, Donor Acquisition, Engagement, and Stewardship:

- Development and implementation of an overall annual strategy to attract gifts through direct response, social media and other marketing channels
- Implementation and management of donor and monthly giving donor programs and identification of opportunities for promotion of program
- Creation of appropriate and engaging online fundraising campaigns
- Development and implementation of a stellar stewardship strategy

Events – Signature, Stewardship, Community, and Third Party:

- Development and management of fundraising, sponsorship, concept design, logistics and other details associated with planning and execution of successful revenue generating, stewardship and cultivation events
- Oversight of event activities including; creative direction, chairing of internal and external committees, budgets, sourcing of suppliers, vendor management, catering, logistics, recognition, donation processing,
- pre-planning, promotion, follow up, reporting and acknowledgements
- Research, development, preparation and presentation of corporate sponsorship proposals to business leaders

Communication:

- Assisting in the development of annual program appeals and event related communications such as gala booklets, signage, promotional materials and press releases
- Development of sponsorship packages, and annual and event fundraising collateral materials

Required Education and Registration:

- Bachelor or college degree
- Three to five years of experience as Development Officer or Manager with previous experience in annual program and event fundraising
- Demonstrated experience and high level of competency with a variety of software and database management programs including Microsoft Office and Raiser's Edge

Preferred Qualifications:

- Strong problem solving skills and demonstrated ability to prioritize multiple demands and remain focused on attention to detail
- Excellent interpersonal, written and verbal communication skills
- Works constructively under pressure and is able to listen and communicate effectively with a wide variety of internal and external constituents

- Accomplishes tasks with thorough and precise focus and identifies opportunities to increase efficiencies and solve problems in the workplace
- Works positively and productively to achieve group goals within a team setting by readily engaging others while being aware of the perspectives of each individual member

To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to tvasilopoulos@woodgreen.org

Attn: Teresa Vasilopoulos, Executive Director, WoodGreen Foundation

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.