



JOB POSTING DEVELOPMENT & ENGAGEMENT OFFICER

POSITION SUMMARY: As the Development & Engagement Officer, you will play a crucial role in the fundraising process of the YWCA Saskatoon and work to maintain a strong donor pipeline. You will be responsible for maintaining a portfolio of donors, initiating contact, building relationships, reporting to donors on the impact of giving and maintaining donor engagement. Your ability to connect with the mission and values of the organization will be essential to your success in the role.

POSITION REPORTING: VP of Development & Engagement

HOURS OF WORK: Full-time, 37.5 hours per week

MAJOR RESPONSIBILITIES:

1. Donor Relationship and Stewardship

- Engage donors in conversations about how their support can enable a meaningful impact on the YWCA's programs and initiatives
- Ensure relationship with donors, prospective donors and volunteers are documented in Raisers Edge to facilitate further relationship building
- Implementing donor thank you and stewardship process
- Create and maintain donor reports to track progress and communicate the impact of donations
- Maintain relationships with existing donors, ensuring their continued support and engagement
- Identify and carry out appropriate stewardship activities

2. Provide administrative support for fund development

- Play a role in carrying out the YWCA gift stewardship plan and achieving fund development goals, working together with the VP of Development & Engagement and other team members
- Accept charitable gifts, process donation receipts, and prepare correspondence, printed materials, reports, research, and lists
- Maintain and update donor and gift information in the donor database
- Support and promote fundraising campaigns and appeals
- Work with VP of Operations & Finance to prepare monthly and annual donation reconciliation
- Prepare donation reports and donor lists
- Coordinate donor visits, tours, and social events
- Respond to donor and volunteer inquiries in person, on the phone or in writing

3. Provide support for events and special projects

- Support YWCA special events together with other YWCA team members and volunteers
- Coordinate details, event promotions, invitations, RSVP's, and tickets
- Provide event-day support with occasional evening or weekend work
- Support external events where YWCA Saskatoon is involved



4. Develop a deep understanding of YWCA Saskatoon

- Develop a deep understanding of the YWCA Saskatoon mission, values, programs and strategic priorities to effectively communicate and align donor interests

QUALIFICATIONS & EXPERIENCE:

- Bachelors Degree or equivalent experience is considered an asset
- Exceptional interpersonal and communication skills both written and verbal, including diplomacy and tact with enthusiastic professionalism in dealing with people
- Strong computer skills and clerical accuracy is essential
- Proficiency in Raisers Edge and Microsoft Office Applications is considered an asset
- Proven ability to work independently and as part of team
- Experience with events, committees and volunteers an asset
- Familiarity with the non-profit sector an asset
- Personal philosophies aligned with YWCA Saskatoon vision, mission, and values

WAGE

Based on experience

A full position description can be found at www.ywcaskatoon.com

TO APPLY:

Please send a resume with cover letter by email to Carla Huntington, VP of Development & Engagement at chuntington@ywcaskatoon.com. Applications will be accepted until **the posting is filled**.

Thank you to all applicants. Only those selected for interviews will be contacted.