



Coordinator, Campaign

ABOUT US

Campfire Circle has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Campfire Circle is currently seeking a Coordinator, Campaign to join our dynamic Development team!

Reporting to the Associate Director, Donor Experience & Analytics, the Coordinator, Campaign provides administrative and data management assistance to the Chief Executive Officer, Chief Strategy Officer, Chief Development Officer, and Philanthropy team to help meet the philanthropic objectives of Campfire Circle.

The ideal candidate for this role is initiative-taking, organized, and attentive to detail. As a collaborative member of the Development team, you also possess strong teamwork and communication skills.

Key Accountabilities:

1. Data Management:
 - a) Maintains and provides timely and accurate reports on prospect activity and pledges.
 - b) Coordinates constituent records pertaining to major gifts prospect pipeline, ensuring that constituent data and actions are up-to-date and accurate.
 - c) Updates and ensures accurate donor information in the Raiser's Edge database.
 - d) Provides accurate, detailed pipeline reports, key metrics, call reports, etc.
 - e) Prepares and modifies queries, exports, and lists as requested.
 - f) Manages and tracks constituent relationship activity, profiles, and research information in database through disciplined and rigorous use of Raiser's Edge software.
 - g) Supports Philanthropy team's portfolio management.
2. Prospect Research
 - a) Supports the Officer, Research in conducting detailed research using subscription-based services and publicly available resources to identify and qualify the philanthropic interests of current and potential supporters and their capacity and interest in supporting Campfire Circle.
 - b) Provides in-depth, accurate and timely prospect profiles for staff and volunteers conducting fundraising activities, and the preparation of prospect lists for review sessions.
 - c) Mines database to help maximize financial support by evaluating previous gift data, relationships, and other available information.
 - d) Supports the development and delivery of prospect management procedures and assists in navigating data in new reporting formats, such as the NXT version of Raiser's Edge.

3. Donor Experience:
 - a) Supports the Officer, Donor Experience to fulfill philanthropy donors' stewardship and recognition, including the sending of cards, gifts, reports, and special acknowledgements.
 - b) Supports the development of donor recognition and stewardship plans.
 - c) Ensures campaign donors receive proper receipts and/or acknowledgements and thank you calls within 48 hours of receiving the gift.
4. Administration:
 - a) Provides administrative and organizational support for the regular activities of the Chief Development Officer and Sr. Director, Philanthropy, including taking minutes, prompting activity for leadership team, expense management and overseeing meeting logistics.
 - b) Drafts and edits correspondence and communications such as confidential profiles, briefing notes, stewardship letters and reports, proposals and supporting materials for donor/prospect visits, events, and solicitations.
5. Perform other duties and responsibilities as assigned by Manager or their designate.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- a) Post-secondary diploma/degree, or equivalent experience. Studies in a related field such as fundraising is advantageous.
- b) Minimum two (2) years previous experience working in a fundraising/not-for-profit environment.
- c) Experience using Raiser's Edge/RE NXT is an asset.
- d) Computer literacy in Microsoft Office (Word, Excel, and PowerPoint).
- e) Excellent time management and organizational skills, including the ability to handle multiple tasks independently, meet deadlines and prioritize assignments.
- f) Self-directed, and able to work independently.
- g) Highly attentive to detail.
- h) Clear police reference check and vulnerable sector screening.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

Advantageous Criteria:

- a) Knowledge of research databases, such as iWave and Grant Connect, is advantageous.

WORKING CONDITIONS

This role is currently on a hybrid working model with 2-3 days a week working in person in the office in Toronto. A flexible schedule is required occasionally for events and meetings. In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.



COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$45,000-\$50,000. In addition, Campfire Circle is invested in our staff’s health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements, and on-going professional development.

HOW TO APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2024010 – Coordinator, Campaign**.

Don’t meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you’re excited about this role but your past experience doesn’t align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.



Campfire Circle is grateful for Indigenous communities’ stewardship of the land that we occupy—including the traditional territory of many nations including the Anishinaabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.