



Officer, Philanthropy

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 an Officer, Philanthropy to join our highly collaborative team! The Officer, Philanthropy helps inspire Philanthropy at Campfire Circle, is accountable for supporting the identification, cultivation, solicitation and stewardship of donors and prospects who have the capacity to support Campfire Circle with annual and multi-year gifts in the range of \$10,000-\$100,000.

Key Accountabilities:

- **Donor Development & Portfolio Management:** Act as primary relationship manager to a portfolio of individual donors, family foundations and prospects, achieving individual fundraising targets by actively engaging new prospects, and advancing or re-engaging existing relationships with major gift donors and prospects. Conduct research and participate in ongoing prospect identification, review, and clearance, and work collaboratively with volunteers and Campfire Circle representatives in cultivating and soliciting gifts.
- **Proposal Development & Communications:** Alongside Marketing and Communications, strategically use the Case for Support for the development of written proposals, gift solicitations, and communications, and develop targeted solicitation strategies, customized proposals, briefing documents, and presentations to secure major gifts.
- **Donor Relations & Stewardship:** Connect with donors and fundraising volunteers on a regular basis to share news, updates, impact reports, and invitations, and provide customized correspondence and experiences. Work with Donor Relations to create and implement stewardship and recognition strategies, and act as an ambassador for Campfire Circle in the community to cultivate and steward existing and new donors and develop new prospects.
- **Database Management & Planning:** Contribute to the organization's major gifts tracking and activity reporting through Raiser's Edge software by maintaining current records of all donor activities in database, Ensure that all gifts are received in accordance with CRA and Campfire Circle policies, Participate in major gift revenue projections, forecasting and budget monitoring.



ABOUT YOU

QUALIFICATIONS

Required Criteria:

- A post-secondary degree/diploma or the equivalent combination of education and work experience.
- 2-4 years' fundraising and development experience, including direct experience building donor relationships and personally cultivating and soliciting gifts over \$5,000.
- Exceptional interpersonal skills and professional presence to interact with donors.
- Resourcefulness and independence, while also able to work as member of a team in driving new initiatives or enhancing existing programs.
- Superior communication skills (both written and verbal).
- Extensive experience working with Raiser's Edge or a similar database.
- Understanding of the mission and vision of Campfire Circle.
- Ability to support set up and hosting for special events.
- Clear police reference check and vulnerable sector screening
- Current G2 or G class driver's license and the ability to be covered by camp's insurance policy.

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.

WORKING CONDITIONS

- This position works in a hybrid work from home/work from office environment with 2-3 days per week in the office.
- The position involves some evening and weekend commitments.
- In consideration of those we serve the incumbent is a non-smoker.
- The job involves occasional travel throughout the GTA and Ontario to meet prospective and existing stakeholders.

COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$55,000 - \$65,000. 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 **2024021 – Officer, Philanthropy**



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/>.

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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.