



**Overcoming the Unimaginable,
Rediscovering Hope.**

Senior Philanthropic Development Coordinator



35 hours/week

Start date: as soon as possible

Salary: between \$32.76/hr and \$40.95/hr

Job Summary

Under the supervision of the Philanthropic Development Director, the Senior Philanthropic Development Coordinator supports the implementation of strategies for soliciting and building loyalty among small donors and the general public.

He/she contributes to the coordination of certain events, the creation of content for donors, the management of philanthropic data and administrative follow-up.

He/she plays a key role in providing operational support to the team, and in promoting the Foundation's mission to prevent violence against children and youth.



Help build a protective community, one day at a time!

Would you like to make a real difference in the lives of young victims of sexual violence?

We'd love to have you on our team!

At Marie-Vincent, each team member is an added value, enabling us to accomplish our mission together: to help more young people.

Marie-Vincent offers a committed environment, where professionals are recognized for their skills and their expertise within a multidisciplinary team where autonomy constructive and consideration of others are valued.

Working with the Foundation is helping to build a protective community every day.

And you will benefit from advantageous conditions such as :

- Flexible working hours
- 4 weeks vacation
- 14 statutory holidays
- Group RRSP program
- and group insurance
- 50/50 telecommuting policy
- And much more...

**Make a difference, be part
of the Marie-Vincent team!**

RESPONSIBILITIES

Main responsibilities

- In collaboration with the supervisor, implement campaigns and support donations from the public;
- In collaboration with the supervisor, implement strategies for soliciting and building the loyalty of small donors and the general public;
- Contribute in the preparation of communications/marketing materials including content intended for donors;
- Ensure administrative follow-up related to donations (receipts, thank-you letters, confirmations, etc.);
- Participate in gathering the information needed to draw up reports for major and medium-sized donations, in support of the supervisor using the CRM.

Support for events and canvassing

- Support the coordination of event partners in collaboration with the event manager and management;
- Contribute to the creation of visuals, promotional tools or presentation documents;
- Participate in certain solicitation and visibility events with the public and donors.

Data management


- Ensure the updating and quality of data in DonorPerfect;
- Support the production of reports and statistical monitoring in connection with mass campaigns;
- Collaborate with the director to ensure that data complies with reporting and strategic monitoring required

Promote the Foundation's donor base

- Represent the Foundation at certain external events (activities, kiosks, etc.);
- Participate in the dissemination of content on social networks or other platforms, in connection with communications.

Human resources

- Participate actively in team meetings and in the circulation of information;
- Collaborate transversally with other departments to support philanthropic development objectives;
- Supervise volunteers or interns as needed, within the framework of certain projects.



Marie-Vincent supports young victims of sexual violence by offering them the services they need, under one roof and in collaboration with our partners. We contribute to building a protective community by offering psychotherapeutic services to young victims and their families, and by helping children with problematic sexual behaviours.

We also help to prevent sexual violence through education and awareness-raising programs and training.



QUALIFICATIONS

Education/Experience/Certification

- College diploma (DEC) in a relevant discipline (graphic design, design, management, communications, etc.);
- Minimum experience of five (5) to seven (7) years in a similar role;
- Experience working in a philanthropic environment (strong asset);
- Any combination of training and experience will be considered.

Knowledge

- Excellent fluency of French and English language (both oral and written);
- Very good knowledge of the Office Suite (Word, Excel, PowerPoint, Outlook) (advanced level, an asset);
- Mastery of DonorPerfect donation management software and Constant Contact (or equivalent);
- Knowledge of graphics software (Canva, Photoshop, etc.) (an asset);

Skills and aptitudes

- Professionalism
- Initiative and proactivity
- Customer focus
- Oral and written communication
- Thoroughness
- Organizational skills and priority management
- Team spirit and collaboration
- Professional ethics
- Adaptability

***Graphic design skills an asset

Professionals wishing to make a real difference in the lives of young victims of sexual violence or children with challenging behaviours should submit their curriculum vitae and a letter of intent in complete confidentiality via the website at : <https://marie-vincent.org/fondation/equipe/joindre-lequipe/>

Only those selected will be contacted.

